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April 1990 -

URBAN/MUNICIPAL

AGENDAS/MINUTES OF THE
MEETINGS OF THE HAMILTON
ENTERTAINMENT AND CONVENTION
FACILITIES, INC. BOARD OF
DIRECTORS





Hamilton
Entertainment
and Convention
Facilities Inc.

CAYON HBL V89

A35-

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, April 20, 1990

8:00 a.m.

**HAMILTON CONVENTION CENTRE
Room 314**

AGENDA

1. **Chairman's Remarks**
2. **Minutes of Annual Meeting May 19, 1989** Attachment 2
 - 2.1 Errors or Omissions
 - 2.2 Motion to Approve
3. **Election of Directors/Members** Attachment 3
4. **Audited Financial Statements for the Year Ended December 31, 1989** Attachment 4
5. **Appointment of Auditors : Pannell, Kerr, MacGillivray**
5. **Confirmation of Proceedings** Attachment 5
6. **Adjournment**

April 17, 1990
Patricia Bennett
Legislative Assistant

2. Minutes of Annual Meeting May 19, 1989

- 2.1 Errors or Omissions
- 2.2 Motion to Approve

HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Friday, May 19, 1989
HAMILTON CONVENTION CENTRE
Room 314**

MINUTES

PRESENT: Alderman J. Gallagher, Chairman
Mr. W. McFarland, First Vice
Chairman
Alderman D. Agostino, Second Vice
Chairman
Alderman T. Murray
Alderman W. McCulloch
Alderman H. Merling
Alderman T. Jackson
Alderman D. Drury
Mr. N. Levitt
Mrs. M. Dow
Mr. G. Kwiatowski
Mr. W. Tidball
Ms. A. VanDuzer
Mr. P. Cowell

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mr. B. Calder

REGRETS: Mayor R. Morrow
Mr. T. Casey
Mr. F. DeNardis

1. Chairman's Remarks

The Chairman called the meeting to order at 8:10 a.m.

2. Minutes of Annual Meeting April 15, 1988

MOVED by Alderman Drury, seconded by Mr. Kwiatowski that

THE MINUTES OF THE ANNUAL MEETING APRIL 15, 1988 BE APPROVED.

MOTION CARRIED.

3. Amendment to By-Law No. 3

MOVED by Mr. Tidball, seconded by Mr. McFarland that

BY-LAW NO. 3 BEING A BY-LAW INCREASING THE NUMBER OF DIRECTORS AND DETERMINING THE COMPOSITION OF THE BOARD OF DIRECTORS BE AMENDED AS FOLLOWS:

THE MEMBERSHIP OF THE BOARD OF DIRECTORS OF THE FOUNDATION SHALL AT ALL TIMES BE THE SAME AS THE MEMBERSHIP OF THE BOARD OF DIRECTORS OF HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

THE NUMBER OF DIRECTORS OF THE FOUNDATION IS HEREBY INCREASED FROM FOURTEEN TO SEVENTEEN, TO CONFORM TO THE REQUIREMENTS OF PARAGRAPH 1 ABOVE.

ALL PRIOR BY-LAWS OF THE FOUNDATION INCLUDING SUBPARAGRAPH 16(A) AND SUBPARAGRAPH 17(A)(I) OF BY-LAW NO. 1 ARE HEREBY AMENDED TO CONFORM TO THE FOREGOING.

MOTION CARRIED.

4. Election of Directors/Members

MOVED by Alderman Agostino, seconded by Alderman Murray that

THE 1989 DIRECTORSHIP/MEMBERSHIP OF THE HAMILTON PERFORMING ARTS FOUNDATION INC. CONSTITUTE THE SAME DIRECTORSHIP/MEMBERSHIP AS THE 1989 HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BOARD OF DIRECTORS.

MOTION CARRIED.

5. Audited Financial Statements for the Year Ended December 31, 1988

MOVED by Mr. McFarland, seconded by Mr. Tidball that

THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 1988 BE APPROVED.

MOTION CARRIED.

The Director of Finance & Administration suggested that the Foundation may wish to review the types of events upon which funds could be expended. It was

MOVED by Mrs. Dow, seconded by Mr. Kwiatowski that

THE ISSUE OF EXPENDING FUNDS FROM THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR SPECIFIC EVENTS BE REFERRED TO THE HAMILTON PLACE COMMITTEE FOR REVIEW.

MOTION CARRIED.

7. Confirmation of Proceedings

MOVED by Mr. Tidball, seconded by Alderman Agostino that

ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

8. Adjournment

HAMILTON PERFORMING ARTS FOUNDATION INC.
ANNUAL MEETING - May 19, 1989

Page 4

MOVED by Alderman Drury, seconded by Alderman Agostino that

THE MEETING ADJOURN AT 8:25 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

3.

Election of Directors/Members

THE UNIVERSITY OF CHICAGO
LIBRARY

100 EAST 57TH STREET
CHICAGO, ILL. 60637

TEL: 773-936-5000
FAX: 773-936-5001

WWW.CHICAGO.EDU

CHICAGO, ILL. 60637
CHICAGO, ILL. 60637

CHICAGO, ILL. 60637



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **HAMILTON PERFORMING ARTS FOUNDATION INC.
BOARD OF DIRECTORS**

FROM: Patricia Bennett
Legislative Assistant

DATE: April 17, 1990

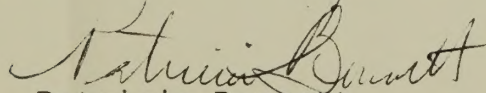
SUBJECT: **ELECTION OF DIRECTORS**

BACKGROUND:

- At its meeting April 10, 1987 the HAMILTON PERFORMING ARTS FOUNDATION INC. amended its By-Law No. 3 as follows:
 - 1. The membership of the Board of Directors of the foundation shall at all times be the same as the membership of the Board of Directors of The Hamilton Entertainment and Convention Facilities Inc.
- The adoption of the following motion will formalize the 1990 Directorship/Membership of the Foundation:

THAT THE 1990 DIRECTORSHIP/MEMBERSHIP OF THE HAMILTON PERFORMING ARTS FOUNDATION INC. CONSTITUTE THE SAME DIRECTORSHIP/MEMBERSHIP AS THE 1990 HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BOARD OF DIRECTORS.

Respectfully submitted,


Patricia Bennett
Legislative Assistant

4.

Audited Financial Statements for the Year
Ended December 31, 1989

THE HAMILTON PERFORMING ARTS
FOUNDATION INC.

FINANCIAL STATEMENTS

DECEMBER 31, 1989

DRAFT

FOR
DISCUSSION ONLY

AUDITORS' REPORT

To the Directors of The Hamilton
Performing Arts Foundation Inc.

We have examined the balance sheet of The Hamilton Performing Arts Foundation Inc. as at December 31, 1989 and the statements of revenue and expenditure and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the Foundation as at December 31, 1989 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Hamilton, Canada
March 9, 1990

CHARTERED ACCOUNTANTS

DRAFT

FOR
DISCUSSION ONLY

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

1

BALANCE SHEET

DECEMBER 31, 1989

A S S E T S

	1989	1988
OPERATING FUND		
Cash in bank	\$ 105	\$ 105
Short-term deposit	1,890	1,729
	<u>1,995</u>	<u>1,834</u>
SCHOLARSHIP FUND		
Short-term deposit	16,869	15,432
	<u>\$ 18,864</u>	<u>\$ 17,266</u>

F U N D B A L A N C E

FUND BALANCE		
Operating	\$ 1,995	\$ 1,834
Scholarship	16,869	15,432
	<u>\$ 18,864</u>	<u>\$ 17,266</u>

APPROVED ON BEHALF OF THE BOARD

DIRECTOR_____
DIRECTOR

DRAFT

FOR
DISCUSSION ONLY

See accompanying Note to the Financial Statements

STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - OPERATING FUND

FOR THE YEAR ENDED DECEMBER 31, 1989

	1989	1988
INTEREST REVENUE	\$ 161	\$ 124
EXPENDITURE		
Miscellaneous		25
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR	161	99
FUND BALANCE - Beginning of year	1,834	1,735
FUND BALANCE - End of year	\$ 1,995	\$ 1,834

DRAFTFOR
DISCUSSION ONLY

STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - SCHOLARSHIP FUND

FOR THE YEAR ENDED DECEMBER 31, 1989

	1989	1988
REVENUE		
Share of profit from co-promotions with the Hamilton Entertainment and Convention Facilities Inc.	\$	\$ 10,000
Interest	1,437	703
Donation		200
	<u>1,437</u>	<u>10,903</u>
EXPENDITURE		
Performing Arts Scholarship Andre Gingras		500
		<u>500</u>
EXCESS OF REVENUE FOR THE YEAR	1,437	10,403
FUND BALANCE - Beginning of year	<u>15,432</u>	<u>5,029</u>
FUND BALANCE - End of year	<u>\$ 16,869</u>	<u>\$ 15,432</u>

DRAFT

FOR
DISCUSSION ONLY

NOTE TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1989

SIGNIFICANT ACCOUNTING POLICIES

The Foundation follows accounting principles for non-profit organizations generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

- (a) Revenue and expenditures for the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.
- (c) Interest income is allocated to the operating and scholarship funds based upon each fund's proportionate share of the short-term deposit.

DRAFT

FOR
DISCUSSION ONLY

5.

Confirmation of Proceedings



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **HAMILTON PERFORMING ARTS FOUNDATION INC.
BOARD OF DIRECTORS**

FROM: Patricia Bennett
Legislative Assistant

DATE: April 17, 1990

SUBJECT: **CONFIRMATION OF PROCEEDINGS**

The following motion will ratify all proceedings since the last Annual General Meeting:

THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

BACKGROUND:

- Approval of the above motion will formally endorse the one pending issue; that being the possible amalgamation of the two foundations - The Hamilton Performing Arts Foundation Inc. and the Arena/Trade Centre Foundation.
- Legal counsel continues to consult with Revenue Canada in respect of the changes to the proposed Supplementary Letters Patent.

Respectfully submitted,

Patricia Bennett
Legislative Assistant

KINGSMILL • ROSS • McBRIDE

BARRISTERS & SOLICITORS • PATENT & TRADE MARK AGENTS

DIRECT DIAL

March 14, 1990

Hamilton Entertainment and
Convention Facilities Inc.
101 York Boulevard
Hamilton, Ontario
L8R 3R4

Attention: Mr. Rick DiFilippo

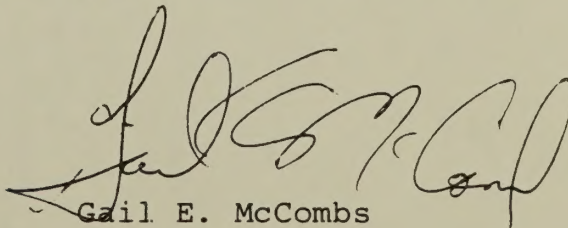
Dear Mr. DiFillipo:

Re: Hamilton Performing Arts Foundation
- Supplementary Letters Patent

Further to our recent telephone conversation regarding the above-noted matter, we wish to advise you that we have received a telephone call from Revenue Canada Taxation. Revenue Canada has advised us that they are currently reviewing the memorandum which we previously forwarded to them outlining the details of the proposed and present activities of the Hamilton Performing Arts Foundation Inc..

Revenue Canada has informed us that they will contact us as soon as possible once they have completed their review. Accordingly, we will keep you advised of the progress of this matter.

Yours very truly,
KINGSMILL ROSS McBRIDE
Per:



Gail E. McCombs

GEM/sm



CA 40NHBL V89
A35

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
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**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, April 20, 1990
8:00 A.M.**

**HAMILTON CONVENTION CENTRE
Room 314**

REGULAR AGENDA

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

2. Correspondence

Attachment 2

- 2.1 Correspondence from Mr. D. Brocker, General
Manager of the Royal Connaught
- 2.2 Memorandum from the City's Finance and
Administration Committee

3. Regular Minutes of March 16, 1990

Attachment 3

- 3.1 Errors or Omissions
- 3.2 Motion to Approve

4. Business Arising From the Minutes

5. Committee Reports/Minutes

- 5.1 Executive Committee Third Report Attachment 5.1
- 5.1.1 Executive Committee Minutes of
March 7, 1990 Attachment 5.1.1
- 5.2 Copps Coliseum Committee Third Report Attachment 5.2
- 5.2.1 Copps Coliseum Committee Minutes
of February 21, 1990 Attachment 5.2.1

**Regular Agenda
April 20, 1990
Page Two**

- | | | |
|-------|--|------------------|
| 5.3 | Hamilton Place Committee Third Report | Attachment 5.3 |
| 5.3.1 | Hamilton Place Committee Minutes of
February 22, 1990 | Attachment 5.3.1 |
| 5.4 | Hamilton Convention Centre Third Report | Attachment 5.4 |
| 5.4.1 | Hamilton Convention Centre Committee
Minutes of February 23, 1990 | Attachment 5.4.1 |
| 5.5 | Audit Committee First Report | Attachment 5.5 |
| 5.5.1 | Audit Committee Minutes of October 3, 1989 | Attachment 5.5.1 |

New Business

- | | | |
|-----|---|----------------|
| 6.1 | Ban on Smoking : H.E.C.F.I. Facilities | Attachment 6.1 |
| 6.2 | Canadian Football Hall of Fame Induction
Dinner : October 20, 1990 | Attachment 6.2 |
| 6.3 | Concert Policy for Copps Coliseum | Attachment 6.3 |

Other Business

Date of Next Meeting

May 18, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

Adjournment

April 12, 1990
Patricia Bennett
Secretary to the Board of Directors

5.1

Executive Committee Third Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

EXECUTIVE COMMITTEE THIRD REPORT OF 1990

The Executive Committee presents its **THIRD** Report from its meeting held April 11, 1990 and respectfully recommends the following:

1. 1990 Capital Budget Projects
Copps Coliseum and Central Utilities Plant

THAT THE FOLLOWING 1990 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM BE FINANCED FROM THE H.E.C.F.I. RESERVE ACCOUNT FOR CAPITAL PROJECTS:

A)	RINK LEVEL EXHIBITION HALL EXHAUST	\$25,000.
B)	DISPLAY ADVERTISING PANELS	\$25,000.
C)	FEASIBILITY STUDY AND ENGINEERING	
	DESIGN OF PRIVATE BOXES	<u>\$100,000.</u>
		<u>\$150,000.</u>

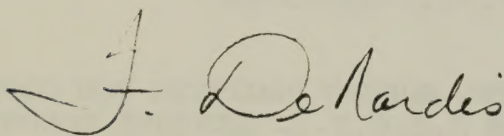
AND THAT THE CENTRAL UTILITIES PLANT'S 1990 CAPITAL BUDGET PROJECT, DESCRIBED AS CITY HALL - FAN PLENUM RETROFIT, IN THE AMOUNT OF \$20,000. BE FINANCED FROM THE C.U.P. RESERVE ACCOUNT FOR CAPITAL PROJECTS.

The following items were received for information:

- (i) Consolidated Unaudited Operating Results for the Two Month Period Ended February 28, 1990 for H.E.C.F.I.;
- (ii) Committee Reports:
 - Copps Coliseum Third Report of 1990
 - Hamilton Place Third Report of 1990
 - Hamilton Convention Centre Third Report of 1990;

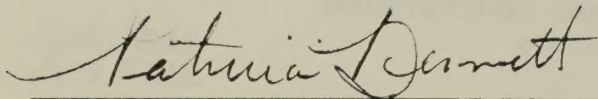
- (iii) Collection Procedures : Accounts Receivable:
Management was directed to formally request the City's
Treasury Department to implement the accrual of interest
on thirty day accounts.

Respectfully submitted,



Mr. F. DeNardis, Vice-Chairman

pb



Patricia Bennett, Secretary



**Hamilton
Entertainment
and Convention
Facilities Inc.**

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

John A. Leuser, C.A.
FROM Director of Finance and Administration **DATE** March 26, 1990
Name & Title

FOR ACTION ☒

FOR INFORMATION ☐

TO: BOARD ☐

(OR)

HECFI Executive

Committee

☒

SUBJECT

Method Of Financing Of 1990 Capital Budget Projects For Copps Coliseum And The Central Utilities Plant

RECOMMENDATION

- (1) That the following 1990 Capital Budget Projects for Copps Coliseum be financed from the HECFI Reserve Account for Capital Projects:

(a)	Rink Level Exhibition Hall Exhaust	\$ 25,000.00
(b)	Display Advertising Panels	25,000.00
(c)	Feasibility Study and Engineering	
	Design of Private Boxes	<u>100,000.00</u>
		<u>\$150,000.00</u>

- (2) That the Central Utilities Plant's 1990 Capital Budget project, described as City Hall - Fan Plenum Retrofit, in the amount of \$20,000 be financed from the C.U.P. Reserve Account for Capital Projects.

BACKGROUND

The Copps Coliseum Committee at its meeting of March 21, 1990 approved of proceeding with the above capital projects and requested that the H.E.C.F.I. Executive Committee recommend the method of financing.

It should be noted that on March 16, 1990, City Council approved the 1990 - 1994 Capital Budget Program and specifically authorized Department Heads to proceed with the capital projects starting in the year 1990.

John A. Leuser
Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**The Hamilton Entertainment
and Convention Facilities Inc.**

**Consolidated (i.e. Combined Results For Three Facilities)
Summary of Revenue and Expenditures
For the Two Month Period Ended
February 28, 1990**

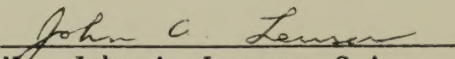
	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$1,010,614	\$ 963,906	\$<46,708>
Expenditures	<u>1,543,565</u>	<u>1,466,429</u>	<u>77,136</u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 532,951</u>	<u>\$ 502,523</u>	<u>\$<30,428></u>

Comments:

HECFI's under expended municipal contribution for the two month period ended February 28, 1990 was \$30,428 (see row 3, column 3 above).

An analysis of the under expended municipal contributions for each facility is attached for your information.

Please note that it is the policy of the City of Hamilton not to charge its departments and its related boards and commissions with their interest and debenture costs nor with their utility charges. Accordingly, these financial statements do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Attachments

Hamilton Convention Centre

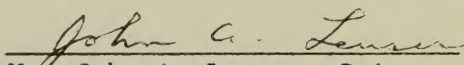
Summary of Revenue and Expenditures For the Two Month Period Ended February 28, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$464,442	\$467,414	\$ 2,972
Expenditures	<u>608,139</u>	<u>595,888</u>	<u><12,251></u>
Excess of Expenditures Over Revenue From Operations	<u>\$143,697</u>	<u>\$128,474</u>	<u>\$<15,223></u>

Comments:

The Hamilton Convention Centre realized for the two month period ended February 28, 1990 an under expended municipal contribution of approximately \$15,223 (see row 3, column 3 above).

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Hamilton Place Theatre

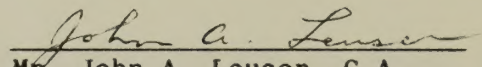
Summary of Revenue and Expenditures For the Two Month Period Ended February 28, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$296,099	\$245,873	\$<50,226>
Expenditures	<u>518,750</u>	<u>463,051</u>	<u><55,699></u>
Excess of Expenditures Over Revenue From Operations	<u>\$222,651</u>	<u>\$217,178</u>	<u>\$< 5,473></u>

Comments:

For the two month period ended February 28, 1990, Hamilton Place Theatre realized an under expended municipal contribution of approximately \$5,473(see row 3, column 3 above).

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Copps Coliseum

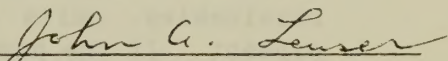
Summary of Revenue and Expenditures For the Two Month Period Ended February 28, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$250,073	\$250,619	\$ 546
Expenditures	<u>416,676</u>	<u>407,490</u>	<u><9,186></u>
Excess of Expenditures Over Revenue From Operations	<u>\$166,603</u>	<u>\$156,871</u>	<u>\$<9,732></u>

Comments:

For the two month period ended February 28, 1990, Hamilton Place Theatre realized an under expended municipal contribution of approximately \$9,732 (see row 3, column 3 above).

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

John A. Leuser, C.A.
FROM Director of Finance and Administration **DATE** April 2, 1990
Name & Title

FOR ACTION ☐

FOR INFORMATION ☒

TO: BOARD ☐

(OR)

HECFI Executive

Committee

☒

SUBJECT

Collection Procedures: Accounts Receivable

ORIGIN

At the March 16, 1990 meeting of the Board of Directors, the Board directed that I present a report outlining H.E.C.F.I. collection procedures in respect of accounts receivable.

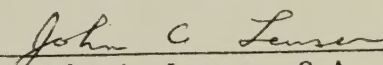
MY REPORT IS:

The following represents our billing/collection procedures in chronological order:

- (1) Invoices mailed to clients specify a due date of 15 days after the invoice date.
- (2) A reminder notice is sent out to clients 30 days after the invoice date. In addition, the accounting clerk who is assigned to receivables, calls the party named on the invoices and requests payment. If the payment is not forthcoming within two weeks of her call, she calls back and asks for the chief financial person.
- (3) If a client has still not paid the invoice 60 days after the invoice date then:
 - (i) a registered letter is sent out to the client; and
 - (ii) an inter-office memo is sent to the applicable HECFI staff person who booked the event with a request that they attempt to contact the client and request payment of the account within 7 days. A copy of this memo is provided to the C.E.O. and the Director of Marketing/Sales.
- (4) If payment has still not been made by the time the account is 75 days old, then the accounting clerk will send a further letter demanding payment within two weeks or the account will be turned over to a collection agency.

- (5) If the account has not been paid within 100 days, then the account is turned over to either our collection agency or our solicitor.

Note: A hold is placed on our collection follow-up letters and telephone calls as soon as the Finance and Administration Department is advised of a client disputing his invoice. Disputes are referred to HECFI operational and sales staff for their investigation and recommendation to senior management.


Mr John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

5.1.1

Executive Committee Minutes of March 7, 1990

EXECUTIVE COMMITTEE
Wednesday, March 7, 1990
12:30 P.M.
Hamilton Room, Copps Coliseum

REGULAR MINUTES

PRESENT: Alderman J. Gallagher, Chairman
Mr. F. DeNardis, Vice Chairman
Mayor R. Morrow
Alderman D. Agostino
Alderman H. Merling
Mr. W. Tidball

ALSO PRESENT: Mrs. M. Dow
Mr. N. Levitt
Mr. G. Kwiatowski
Alderman T. Jackson

Mr. J. Leuser
Mr. T. Burrows
Mr. J. Crane
Mr. B. Snetsinger
Mr. S. Dockman

GUESTS: Mr. L. Culver, Evans, Philp
Mr. B. Foreman, Evans, Philp
Mr. J. Johnston, Human Resources

MEDIA: Ms. A. Pescod, C.K.O.C.

REGRETS: Alderman T. Murray (vacation)
Mr. G. Macaluso (vacation)

1. Chairman's Remarks

The Chairman called the meeting to order at 12:45 p.m. In response to Mrs. Dow's query regarding the status of H.E.C.F.I.'s Comprehensive Audit, Alderman Gallagher advised that the Terms of Reference and tender documents are being developed. The Chairman will provide an update at the next meeting.

2. Correspondence

2.1 February 22, 1990 Correspondence from The Festitalia Corporation

The Committee received the February 22, 1990 correspondence from the Festitalia Corporation requesting that H.E.C.F.I. purchase ten (10) tickets to the Fund Raising Gala Dinner scheduled to take place June 1, 1990.

The Board Secretary confirmed that funds were available in the budget for the purchase of ten tickets. Mr. DeNardis advised that it is a non-profit organization, that the funds will be partially used as seed money for the festival and that a charity will be identified. It was

MOVED by Alderman Agostino, seconded by Mr. Tidball that

H.E.C.F.I. PURCHASE TEN TICKETS TO THE FESTITALIA CORPORATION FUND RAISING GALA DINNER SCHEDULED TO TAKE PLACE JUNE 1, 1990 AT A COST OF \$1,000.

MOTION CARRIED.

3. Minutes of Executive Committee Budget Meetings

3.1 February 5, 1990 Capital Budget Meeting

MOVED by Alderman Agostino, seconded by Mr. Tidball that

THE MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING OF FEBRUARY 5, 1990 BE APPROVED.

MOTION CARRIED.

3.2 February 5, 1990 Operating Budget : Hamilton
Convention Centre

MOVED by Alderman Merling, seconded by Mr. Tidball that

**THE MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING
OF FEBRUARY 5, 1990 IN RESPECT OF THE HAMILTON
CONVENTION CENTRE'S OPERATING BUDGET BE APPROVED.**

MOTION CARRIED.

4. Minutes of February 7, 1990 Regular Session

MOVED by Mr. Tidball, seconded by Mr. DeNardis that

**THE MINUTES OF FEBRUARY 7, 1990 REGULAR SESSION BE
APPROVED.**

MOTION CARRIED.

5. Business Arising From the Minutes

5.1 Appointment of Special Audit Committee

MOVED by Mr. DeNardis, seconded by Alderman Agostino
that

**MESSRS. W. MCFARLAND, M. RYDER AND MRS. M. DOW BE
APPOINTED TO THE AUDIT COMMITTEE; and**

**THAT MR. W. MCFARLAND BE APPOINTED AS CHAIRMAN OF THE
AUDIT COMMITTEE.**

MOTION CARRIED.

6. Reports

6.1 Committee Reports

6.1.1 Copps Coliseum Committee

MOVED by Mr. DeNardis, seconded by Alderman Agostino that

THE COPPS COLISEUM SECOND REPORT OF 1990 FROM ITS MEETING HELD FEBRUARY 21, 1990 BE RECEIVED.

MOTION CARRIED.

6.1.1 (i) 1989 H.E.C.F.I. Board of Directors Photo Display

MOVED by Mr. Tidball, seconded by Alderman Merling that

THE RECOMMENDATION IN RESPECT OF PHOTOGRAPHY REPRODUCTION AND FRAMING OF THE 1989 H.E.C.F.I. BOARD MEMBERS IN THE TOTAL AMOUNT OF \$3,521.34 BE DENIED.

MOTION CARRIED.

6.1.1 (ii) CUP : Engineering Design for Chilled Water Thermal Storage Retrofit

MOVED by Mr. Tidball, seconded by Mr. DeNardis that

THE PROPOSAL SUBMITTED BY ENGINEERING INTERFACE LTD., NORTH YORK FOR THE PROVISION OF ENGINEERING SERVICES (design, tendering, supervision of installation) AND COMMISSIONING NECESSARY TO RETROFIT THE THERMAL STORAGE FACILITIES AT THE C.U.P. AT A COST NOT TO EXCEED \$15,000. BE ACCEPTED; and

THAT H.E.C.F.I. MAKE APPLICATION TO THE THERMAL STORAGE RETROFIT PROGRAMME OFFERED BY ONTARIO HYDRO FOR A CONTRIBUTION OF FIFTY PERCENT (50%) TOWARDS THE COST OF THE AFOREMENTIONED ENGINEERING DESIGN; and

THAT SUBJECT TO APPROVAL BY CITY COUNCIL OF THE 1990-1994 CAPITAL BUDGET PROGRAMME, APPROVAL BE GIVEN TO PROCEED WITH THE 1990 THERMAL STORAGE RETROFIT AT A TOTAL COST NOT TO EXCEED \$70,000; and

THAT THIS PROJECT BE FINANCED FROM THE C.U.P. RESERVE FOR CAPITAL PROJECTS.

6.1.2 Hamilton Place Committee

MOVED by Mr. DeNardis, seconded by Alderman Merling that
THE HAMILTON PLACE COMMITTEE SECOND REPORT OF 1990 FROM ITS MEETING HELD FEBRUARY 22, 1990 BE RECEIVED.

MOTION CARRIED.

6.1.3 Hamilton Convention Centre Committee

MOVED by Mr. Tidball, seconded by Mr. DeNardis that
THE HAMILTON CONVENTION CENTRE COMMITTEE SECOND REPORT OF 1990 FROM ITS MEETING HELD FEBRUARY 23, 1990 BE RECEIVED.

MOTION CARRIED.

6.2 Consolidated Unaudited Operating Results for the Twelve Month Period Ended December 31, 1989

6.2.1 H.E.C.F.I.

MOVED by Mr. DeNardis, seconded by Alderman Merling that
THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 1989 BE RECEIVED.

MOTION CARRIED.

6.2.2 C.U.P.

MOVED by Mr. DeNardis, seconded by Alderman Merling that
**THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE
TWELVE MONTH PERIOD ENDED DECEMBER 31, 1989 BE RECEIVED.**

MOTION CARRIED.

6.3 Marketing Report

MOVED by Mr. DeNardis, seconded by Alderman Merling that
THE MARKETING REPORT FOR JANUARY, 1990 BE RECEIVED.

MOTION CARRIED.

7. New Business

7.1 Use of Hamilton Place and Copps Coliseum
Marquees by Arts Groups

MOVED by Mr. DeNardis, seconded by Mr. Tidball that

**CITY FUNDED ARTS ORGANIZATIONS HAVE ACCESS TO THE
HAMILTON PLACE AND COPPS COLISEUM MARQUEES AT NORMAL
RATES TO PROMOTE THEIR PROGRAMS.**

MOTION CARRIED. Alderman Agostino opposed the motion.

It was reported that the Director of Marketing and Sales will include in the Marketing Plan all aspects of advertising, including use of H.E.C.F.I. signage by outside groups. It was generally agreed that current rates require review.

8. Other Business

8.1 National Awareness Week Integrating Persons
With Disabilities

Alderman Gallagher advised that as part of the National Awareness Week taking place June 10th to 16th a theatre event is planned. Organizers have requested use of the Studio Theatre for this event. It was

MOVED by Mr. Tidball, seconded by Mr. DeNardis that

THE AMOUNT OF \$500. BE DONATED FROM THE H.E.C.F.I. SPECIAL EVENTS SUBSIDY FUND TOWARDS THE SPECIAL EVENT TO BE HELD IN THE STUDIO THEATRE IN CONJUNCTION WITH THE NATIONAL AWARENESS WEEK; and

THAT THE FOREGOING BE SUBJECT TO THE FACILITY'S CAPABILITY TO MEET ALL GUIDELINES FOR ACCESSIBILITY OF THE DISABLED/HANDICAPPED.

MOTION CARRIED.

The Directors of Hamilton Place and Marketing and Sales were directed to review accessibility requirements and the scheduling of the event.

8.2 Woman's World

Alderman Agostino expressed concern regarding the manner in which the billing of Woman's World was handled and moved that the Board of Directors direct a letter of apology to the organizers. The motion was defeated.

It was clarified that H.E.C.F.I.'s procedures in processing delinquent accounts involves sending a registered letter sixty days after the original invoicing; after ninety days the account is turned over to a collection agency.

As organizers of Woman's World indicated that the invoicing was being disputed, H.E.C.F.I. did not forward the registered letter nor was the account turned over to a collection agency.

Following a review of events it was generally agreed that the H.E.C.F.I. Board of Directors and staff had made every attempt to reach an amicable solution; that it was unfortunate that the issue became a media "war". It was also stressed that information in respect of accounts receivable must remain confidential and reported only in In-Camera minutes and reports.

8.3 Cellular Telephones

The Chairman advised the Committee that cellular telephones for the Chief Executive Officer and the Director of Marketing and Sales had been approved during the budget process and that the purchases would now be processed.

9. Date of Next Meeting

Wednesday, April 11, 1990
12:30 P.M.
Hamilton Room

10. Adjournment

MOVED by Mr. DeNardis, seconded by Mr. Tidball that

THE REGULAR SESSION ADJOURN AT 2:00 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

5.2

Copps Coliseum Committee Third Report



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

COPPS COLISEUM COMMITTEE THIRD REPORT OF 1990

The Copps Coliseum Committee presents its **THIRD** Report from its meeting held March 21, 1990 and respectfully recommends the following:

1. 1990 Capital Budget Projects : Copps Coliseum and Central Utilities Plant

THAT SUBJECT TO CITY COUNCIL APPROVAL OF THE COPPS COLISEUM AND CENTRAL UTILITIES PLANT 1990 - 1994 CAPITAL BUDGET PROGRAMME, APPROVAL BE GRANTED TO PROCEED, I.E. PREPARE SPECIFICATIONS AND DRAWINGS, ISSUE FOR TENDER WITH THE FOLLOWING 1990 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT:

Copps Coliseum

a)	Rink Level Exhibition Hall Exhaust	\$ 25,000.
b)	Display Advertising Panels	\$ 25,000.
c)	Feasibility Study and Engineering Design of Private Boxes	\$100,000.

Subtotal: \$150,000.

Central Utilities Plant

a)	City Hall - Fan Plenum Retrofit	\$ 20,000.
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Subtotal: \$ 20,000.

TOTAL: \$170,000.

and

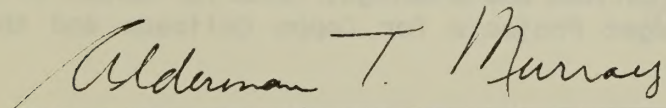
THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

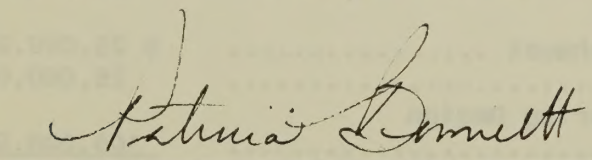
The following items were received as information:

- (1) Correspondence;

- (ii) The February 21, 1990 Report on Central Utilities Plant prepared by Messrs. Crane, Calder and DesNoyers was referred back to management to be revised in a manner which clearly delineates and separates the responsibilities of the Central Utilities Plant from H.E.C.F.I. responsibilities; to identify C.U.P. personnel and where responsibilities are divided between C.U.P. and H.E.C.F.I., to document job parameters and the percentages of time allocations;
- (iii) Status Report on Confirmed Events/Performances at Copps Coliseum april - July, 1990;
- (iv) The Facility Director presented a verbal report;
- (v) The 1989 Energy Consumption Report : C.U.P.;
- (vi) Comment Cards.

Respectfully submitted,


Alderman T. Murray, Chairman *pt*


Patricia Bennett, Secretary



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXXX

TO: COPPS COLISEUM COMMITTEE
Attention: Ms. P. Bennett

COPIES TO: Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1990 March 13

SUBJECT: COPPS COLISEUM and the CENTRAL UTILITIES PLANT
- 1990 Capital Budget Projects

RECOMMENDATION:

That

- 1) Subject to City Council approval of the Copps Coliseum and Central Utilities Plant 1990-1994 Capital Budget Programme, approval be granted to proceed, i.e. prepare specifications and drawings, issue for tender with the following 1990 Capital Budget Projects for Copps Coliseum and the Central Utilities Plant;

Copps Coliseum

a)	Rink Level Exhibition Hall Exhaust	\$ 25,000.00
b)	Display Advertising Panels	25,000.00
c)	Feasibility Study and Engineering Design of Private Boxes	<u>100,000.00</u>
	Subtotal	\$150,000.00

Central Utilities Plant

a)	City Hall - Fan Plenum Retrofit	\$ 20,000.00
	Subtotal	<u>\$ 20,000.00</u>
	TOTAL	<u>\$170,000.00</u>

- 2) The H.E.C.F.I. Executive Committee recommend the method of financing.

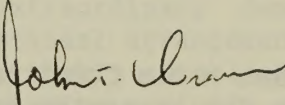
BACKGROUND:

On 1990 February 16, the H.E.C.F.I. Board of Directors approved the 1990-1994 Capital Budget Programme for H.E.C.F.I. and the Central Utilities Plant. As of the date of this report, City Council had yet to grant their approval of this same 1990-1994 Capital Budget Programme.

Subject to City Council approval of the aforesaid Programme, I am recommending that approval be granted to proceed with the projects proposed to commence in 1990. Such approval will allow early commencement and expeditious completion of the 1990 portion of the 1990-1994 Capital Budget Programme.

In addition, I am recommending that the H.E.C.F.I. Executive Committee recommend the method of financing so that Work-in-Progress accounts may be established for these specific projects.

Respectfully submitted,


John T. Crane,
Director.

JTC:mgm



United Way

of BURLINGTON,
HAMILTON-WENTWORTH

177 Rebecca Street
Hamilton, Ontario L8R 1B9
(416) 527-4543
FAX: (416) 527-5152

January 31, 1990

Mr. Brad Calder
Manager, Plant and Building Operations
Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Brad,

On behalf of the 1989 Mass Media Committee, I would like to take this opportunity to thank you for arranging to have a United Way flag fly outside of Copps Coliseum last October.

Many of our volunteers mentioned seeing it. It really helped increased the public's awareness of the annual United Way fundraising campaign.

Thanks again, Brad. Best wishes for 1990.

Sincerely,

Janice White
Marketing Assistant

JW/cs

BCalder.ltr

CANADIAN INTERNATIONAL HOCKEY COMMITTEE

CALGARY OFFICE:
HOCKEY CANADA
OLYMPIC SADDLEDOME
BOX 1060
CALGARY, ALBERTA T2P 2K8
TEL.: (403) 261-0460 FAX: (403) 261-0332



COMITÉ CANADIEN DE HOCKEY INTERNATIONAL

BUREAU DE CALGARY
HOCKEY CANADA
SADDLEDOME OLYMPIQUE
C.P. 1060
CALGARY, ALBERTA T2P 2K8
TEL.: (403) 261-0460 FAX: (403) 261-0332

File - R 4

February 14, 1990

Mr. David Watkins
Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Dave:

On behalf of Hockey Canada, in particular Donald Beauchamp and myself, I would like to thank you very much for all of the assistance you provided in staging the December 11, 1989 Canada - Soviet hockey game at the Copps Coliseum in Hamilton.

I realize that we created an extraordinary demand on your schedule, attending to all of the local promotional arrangements for this game on our behalf. As you are well aware, we probably established a new record for the number of promotions involved in staging a single event at Copps Coliseum. All of the promotional activity and the excellent crowd in attendance would not have been possible without your cooperation and assistance.

The Henderson/Tretiak showdown was a great success and we were extremely pleased with response to all of our promotions. Please pass on my thanks to the entire staff at Copps Coliseum for their cooperation in once again staging a highly successful event in Hamilton.

I wish you the very best of luck with the staging of upcoming events at Copps Coliseum in Hamilton this year. We look forward to working with you again next season on the promotion of an international hockey game in Hamilton.

Sincerely

R. Robison for:

Ron Robison
Vice-President
Finance and Administration
HOCKEY CANADA

RR/krp

cc: Donald Beauchamp



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. Barry Snetsinger
Director of Marketing, HECFI

COPIES TO : Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : March 14, 1990

RE : Status Report on Confirmed Events/Performances
at Copps Coliseum, April - July, 1990

April, 1990

3 Confirmed Events/Performances

1. Wrestlemania VI (Tunney)
: April 1st
2. City of Hamilton Ringette Day
: April 8th
3. City of Hamilton Minor Hockey Championship Day
: April 14th

May, 1990

9 Confirmed Events/Performances

Ontario Hockey League
1990 Memorial Cup

1. WHL vs OHL
: May 5th (2 games)
2. WHL vs OHL Runner Up
: May 6th
3. QMJHL vs OHL
: May 8th
4. WHL vs QMJH
: May 9th

Report To:
Copps Coliseum Committee - Status of
Confirmed Events/Performances - March 14, 1990

Page 2

5. OHL vs OHL Runner Up
: May 10th
6. Tie Breaker (if necessary)
: May 11th
7. Semi Final Game
: May 12th
8. Memorial Cup Championship Final
: May 13th

June, 1990

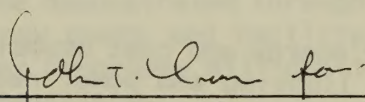
1 Confirmed Events/Performances

1. "Anne Murray/HPO" Concert
: June 16th

July, 1990

8 Confirmed Events/Performances

1. Jehovah's Witnesses Convention
: July 12-15, 19-22



Barry Snetsinger
Director of Marketing, HECFI

BS:db



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR INFORMATION:

XXXX

TO:

COPPS COLISEUM COMMITTEE
Attn: Ms. P. Bennett

COPIES TO:

Mr. G. Macaluso, Managing Director/CEO
Mr. J. Leuser, Director, Finance & Administration

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 March 13

SUBJECT:

**CENTRAL UTILITIES PLANT -
1989 Energy Consumption Report**

RECOMMENDATION:

This annual report is provided for information purposes.

INTRODUCTION:

The utilization of energy and cost associated therein, for heating, ventilating, air conditioning, lighting and power requirements is the main component of the Central Utilities Plant annual operating budget. Through the efficient and effective operation and maintenance of physical plant systems, equipment and components and the implementation of energy conservation projects and operational techniques, energy consumption can be controlled and reduced.

In my previous report relating to energy consumption dated 1989 April 18, a reduction in total energy consumption of eight (8) percent was targeted for 1989. In actuality, energy consumption in terms of kilowatt hours for electricity and cubic feet for natural gas was reduced 4.9 and 0.1 percent respectively in 1989 over the previous year.

Although the established goals for energy reduction were not fully achieved in 1989, hydro and heating costs after adjustment for inflation were reduced over the previous year and when compared to the budgeted operating figures, savings totalling \$82,500. were achieved.

SUMMARY:

A total reduction in electrical consumption of 1,900,784 kilowatt hours was achieved in 1989 for all C.U.P. operated facilities combined as compared to the previous year. Copps Coliseum was the largest contributor to this annual reduction with a power consumption reduction totalling 831,585 KWH in 1989 as compared to 1988. A significant portion of the reduction realized at Copps Coliseum can be attributed to the decrease in the concert activity at the facility this past year.

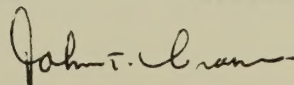
A slight decrease in natural gas consumption i.e. 63,000 cubic feet was also achieved in 1989. The greatest reduction was at City Hall where consumptions were reduced by approximately 11.7% as compared to the previous year. It should be noted that 1989 was the first full year of operation of the building automation system at City Hall. The precise control of the heating system afforded by the computerized building automation system produced significant results which attributed in part to this reduction in gas consumption. At Copps Coliseum, natural gas consumption increased considerably over the previous year. Gas consumption increased by approximately 20 percent. Factors which contributed to this increase include the cold weather experienced in November and December and the return of Major Junior 'A' hockey to the Coliseum for the 1989/90 season.

The attached chart entitled "1989 Energy Consumption Analysis" details the actual energy consumptions for the C.U.P. and Copps Coliseum.

The column headed "Cost Avoidance" quantifies the dollar savings achieved when comparing the annual consumption amounts at equal unit cost rates thus eliminating the effects of annual inflationary cost increases on the comparison.

The results of energy conservation projects and operational procedures instituted over the past four years continue to be demonstrated through actual annual energy consumption reduction. As unit energy costs and facility use increase in the future, an effective energy management programme will continue to be of critical importance to the operation of the facilities.

Respectfully submitted,



John T. Crane,
Director.

JTC:mgm

1989 Energy Consumption Analysis

Central Utilities Plant and Copps Coliseum

<u>Energy Consumption</u>	<u>1989</u>	<u>1988</u>	<u>Net Reduction</u>	<u>% Reduction</u>	<u>Cost Avoidance</u>
A. Power (KWH)					
Electricity	29,830,825	30,305,484	474,659	1.6	\$22,309
Heating Water	1,824,270	1,773,690	+50,580	+2.8	-2,370
Chilled Water	<u>1,060,070</u>	<u>1,705,190</u>	<u>645,120</u>	<u>37.8</u>	<u>30,321</u>
SUBTOTAL	32,715,165	33,784,364	1,069,199	3.2	50,260
Copps Coliseum	<u>3,874,713</u>	<u>4,706,298</u>	<u>831,585</u>	<u>17.7</u>	<u>39,084</u>
TOTAL	36,589,878	38,490,662	1,900,784	4.9	\$89,344
B. Natural Gas (1000 cubic feet)					
C.U.P.	25,274	24,507	+768	+3.1	\$ -944
City Hall	24,507	27,759	3,252	11.7	13,236
Copps Coliseum	<u>14,712</u>	<u>12,291</u>	<u>+2,421</u>	<u>+19.7</u>	<u>-5,830</u>
SUBTOTAL	64,493	64,556	63	0.1	\$ 6,462
GRAND TOTAL					\$95,806



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR INFORMATION:

XXXX

TO:

COPPS COLISEUM COMMITTEE

FROM:

Mr. John T. Crane
Director, Copps Coliseum

DATE:

1990 March 14

SUBJECT:

Comment Cards

RECOMMENDATION:

For information purposes only.

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Legends of Hockey

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☒	Put a Canada Cup Banner
FACILITY	☒	☐	showing Lemieux scoring the
CONCESSIONS	☒	☐	Cup winning goal in 1987
OTHER	☐	☐	

SUGGESTIONS: Let us down stairs more easily for autographs of the players

NAME: Chris Tresser

ADDRESS: RR #7 Line 1

PHONE NUMBER: 468-7543

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: CATHOLIC CHARITY GAME FEB 18 1990

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	FIRST RATE!!
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: _____

NAME: MR. D. SEMESIO

ADDRESS: 181 ROSEDALE

PHONE NUMBER: 416 549-5366

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: JR. HOCKEY

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: _____

EITHER GET RID OF THE ORGAN/ORGANIST
OR TURN THE VOLUME DOWN SO FANS
CAN TALK

NAME: BOB McFARLANE

ADDRESS: 31 LESTERWOOD ST

PHONE NUMBER: 388-9183

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: ROAD SERIES

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	<u>HOPE WE GET AN</u>
CONCESSIONS	☒	☐	
OTHER	☐	☐	<u>WALK IN HAMILTON.</u>

SUGGESTIONS: _____

NAME: RAY Fugere

ADDRESS: 345 MELVIN AVE APT 109

PHONE NUMBER: 5477781

THANK YOU



COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: J.E. HOCKEY

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: DO SOMETHING WITH THE ORGANIST, ADD TURN DOWN THE VOLUME P.S. HE IS AWFUL.

NAME: Robt Atkinson

ADDRESS: 355 MELVIN AVE #1001

PHONE NUMBER: 545 4876

THANK YOU

5.2.1

Copps Coliseum Committee Minutes of
February 21, 1990

COPPS COLISEUM COMMITTEE
Wednesday, February 21, 1990
12:00 Noon
Hamilton Room

REGULAR MINUTES

PRESENT: Alderman T. Murray, Chairman
Mr. G. Kwiatowski, Vice Chairman
Alderman J. Gallagher
Alderman D. Agostino
Mr. M. Ryder
Mrs. M. Dow
Mr. W. McFarland

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Crane
Mr. J. Leuser
Mr. B. Snetsinger
Ms. P. Bennett

REGRETS: Mayor R. Morrow

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting.

2. Correspondence

MOVED by Mr. McFarland, seconded by Mr. Kwiatowski that

THE JANUARY 26, 1990 CORRESPONDENCE BE RECEIVED FROM THE LUNG ASSOCIATION EXPRESSING APPRECIATION TO MANAGEMENT FOR ALLOWING THE CROSS OF LORRAINE FLAG TO BE FLOWN DURING THE CHRISTMAS SEAL CAMPAIGN.

MOTION CARRIED.

3. Minutes of Copps Coliseum Committee Meeting Held January 24, 1990

MOVED by Mr. McFarland, seconded by Mrs. Dow that

THE MINUTES OF THE REGULAR MEETING OF JANUARY 24, 1990 BE APPROVED AS AMENDED.

MOTION CARRIED.

It was noted that page 7, item 5.5, should read "Mr. Ryder stated that the correspondence received from Children's..."

4. Minutes of Copps Coliseum Committee Meeting Held February 6, 1990

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE MINUTES OF THE SPECIAL MEETING OF FEBRUARY 6, 1990 BE APPROVED.

MOTION CARRIED.

5. Business Arising From the Minutes

Nil

6. Reports

6.1 Marketing Reports

6.1.1 Status Report on Confirmed Events/Performances at Copps Coliseum - March to June 1990

MOVED by Mr. Kwiatowski, seconded by Alderman Gallagher that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - MARCH TO JUNE 1990 BE RECEIVED.

MOTION CARRIED.

It was clarified that the Diana Ross rehearsals would not be open to the public.

6.1.2 Marketing Services Report

MOVED by Mrs. Dow, seconded by Mr. Ryder that

THE MARKETING SERVICES REPORT FOR JANUARY, 1990 BE RECEIVED.

MOTION CARRIED.

6.2 Facility Director's Report

The Facility Director presented a verbal report; the Sportsmen's Show was a successful event; the Travel Camping Show will take place Thursday, February 22nd through Sunday, February 25th.

The Facility Director assured the Committee that staff would not be receiving complimentary tickets to the Disney On Ice performances.

7. New Business

7.1 Comment Cards

MOVED by Mr. Kwiatowski, seconded by Mr. Ryder that

THE COMMENT CARDS BE RECEIVED.

MOTION CARRIED.

In respect of the Comment Card regarding a coat check, the Facility Director assured the Committee that a coat check was available for patron use. It was suggested that a nominal charge be made in future.

7.2 Central Utilities Plant - Engineering Design
for Chilled Water Thermal Storage Retrofit;
Appointment of Design Firm

MOVED by Mrs. Dow, seconded by Mr. McFarland that

THE PROPOSAL SUBMITTED BY ENGINEERING INTERFACE LTD., NORTH YORK FOR THE PROVISION OF ENGINEERING SERVICES I.E. DESIGN, TENDERING, SUPERVISION OF INSTALLATION AND COMMISSIONING NECESSARY TO RETROFIT THE THERMAL STORAGE FACILITIES AT C.U.P., AT A COST NOT TO EXCEED \$15,000. BE ACCEPTED; and

THAT H.E.C.F.I. MAKE APPLICATION TO THE THERMAL STORAGE RETROFIT PROGRAMME OFFERED BY ONTARIO HYDRO FOR A CONTRIBUTION OF FIFTY PERCENT (50%) TOWARDS THE COST OF THE AFOREMENTIONED ENGINEERING DESIGN; and

THAT H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

7.3 Copps Coliseum - Cleaning and Maintenance Contractual Services; Acceptance of Tender, White Star Cleaning Services Hamilton Limited

MOVED by Alderman Gallagher, seconded by Mrs. Dow that

THE TENDER SUBMITTED BY WHITE STAR CLEANING SERVICES LIMITED, HAMILTON FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES AT COPPS COLISEUM BE ACCEPTED; and

THAT THE TERM OF THE CONTRACT FOR THE ABOVE MENTIONED SERVICES COMMENCE APRIL 1, 1990 AND CONTINUE THROUGH TO DECEMBER 31, 1990 WITH THE OPTION IN FAVOUR OF THE CITY AND/OR H.E.C.F.I. TO RENEW FOR THREE ADDITIONAL ONE YEAR TERMS, I.E. 1992, 1993, 1994 AT THE RATES SPECIFIED IN THE VENDOR'S TENDER.

MOTION CARRIED.

It should be noted that the lowest of two (2) tenders has been recommended.

7.4 Request to Use Hamilton Room : Hamilton Brier 1991 Inc. (Canadian Curling Association)

MOVED by Alderman Gallagher, seconded by Mr. Kwiatowski that

THE REQUEST BY THE HAMILTON BRIER 1991 INC. TO USE THE HAMILTON ROOM FROM FEBRUARY 28, 1991 TO MARCH 10, 1991 BE DENIED BUT THAT ALTERNATIVES BE SUGGESTED TO THE ORGANIZERS.

MOTION CARRIED.

8. Other Business

8.1 Picture Gallery : Board of Directors : Hamilton Room

The Committee received a quote from photographer, Michael Dismatsek, in the amount of \$176.50 for each picture. The cost includes the photograph reproduction including touch-up and framing. The Committee agreed that photographs of the 1989 H.E.C.F.I. Directors will initially be hung; further discussion to take place at a subsequent Committee meeting in order to establish a time frame for the replacement of photographs. It was

MOVED by Alderman Gallagher, seconded by Mr. Kwiatowski that

THE PHOTOGRAPHY REPRODUCTION AND FRAMING OF THE 1989 H.E.C.F.I. BOARD MEMBERS BE APPROVED AT A COST OF \$176.50 EACH.

MOTION CARRIED.

8.2 Liquor Licence

The Chairman apprised the Committee that he has had ongoing discussions with the L.L.B.O. and Shirley Collins, M.P.P.

9. Date of Next Meeting

Wednesday, March 21, 1990
12:00 Noon
Hamilton Room, Copps Coliseum

10. Adjournment

MOVED by Mr. Ryder, seconded by Mrs. Dow that

THE REGULAR SESSION ADJOURN AT 1:50 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED.

Alderman T. Murray, Chairman

Patricia Bennett, Secretary

5.3

Hamilton Place Committee Third Report

1. The first part of the report
describes the general situation
of the country.

2. The second part of the report
describes the general situation
of the country.

3. The third part of the report
describes the general situation
of the country.

4. The fourth part of the report
describes the general situation
of the country.

5. The fifth part of the report
describes the general situation
of the country.



HAMILTON
PLACE
THEATRE

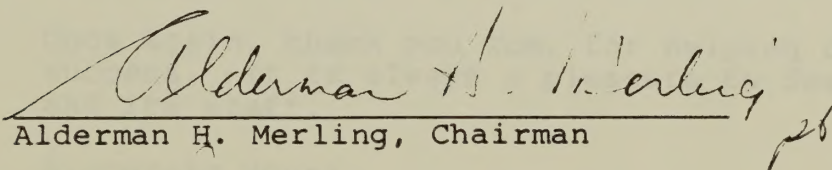
Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

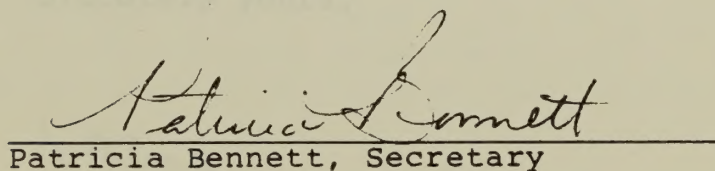
HAMILTON PLACE COMMITTEE THIRD REPORT OF 1990

The Hamilton Place Committee presents its **THIRD** Report from its meeting held March 22, 1990. The following items were received for information:

- (i) Correspondence;
- (ii) Facility Director's Report - The Committee directed management to survey other theatres in respect of the provision of designated smoking areas.

Respectfully submitted,


Alderman H. Merling, Chairman


Patricia Bennett, Secretary



MAR 7 1990

CANADIAN FOOTBALL LEAGUE

March 6, 1990

Mr. Tom Burrows
Hamilton Place
P.O. Box 2080, Station "A"
Hamilton, Ontario
L8N 3Y7

Dear Tom:

On behalf of the member Clubs of the Canadian Football League and ourselves, we would like to take this opportunity to thank you for your contribution to this year's Canadian College Draft.

To be able to hold the Draft at Hamilton Place once again this year made us very confident that it was going to be a success. Your staff must be commended on their great work and expertise. This was invaluable to us in ensuring that the Draft itself ran smoothly. Many young men left that day with their dreams of eventually becoming professional football players fulfilled.

Once again, thank you Tom, for helping us in making our event a success. It is always a pleasure to deal with Hamilton Place and its staff.

Sincerely yours,

Diane Côté
Communications Assistant

Norm Miller
Communications Assistant



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

MEMO TO: HAMILTON PLACE COMMITTEE

FROM: Mr. T. Burrows
Director
HAMILTON PLACE

DATE: March 15, 1990

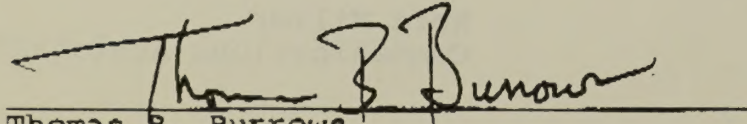
SUBJECT: DIRECTOR'S REPORT

1. Piano Nobile and Great Hall Lobby Designated Smoking Areas

Management was directed to explore the feasibility of providing areas (20%) in both the Piano Nobile and Great Hall Lobby as designated smoking areas. A meeting was held with Messrs. S. Dembe, and L. Staley from the Clerk's Department; Mr. B. Calder, Copps Coliseum; Messrs. Ellison and Burrows from Hamilton Place; and Ms. Pat Bennett.

Mr. Dembe and Mr. Calder advised that in order to comply with the Bylaw, designated areas must be enclosed and that while enclosure of the Piano Nobile is feasible, it is not feasible in the Great Hall Lobby. Mr. Dembe will forward a written report which will be presented to the next Committee meeting.

A designated smoking room on the third floor has now been completed for personnel who work both in Hamilton Place and the Hamilton Convention Centre as well as any of the tenants who wish to smoke.


Thomas B. Burrows
Director

5.3.1

Hamilton Place Committee Minutes of
February 22, 1990

HAMILTON PLACE COMMITTEE
Thursday, February 22, 1990
8:00 A.M.
Hamilton Place Board Room

REGULAR MINUTES

PRESENT: Alderman H. Merling, Chairman
Mrs. M. Dow, Vice Chairman
Alderman J. Gallagher
Alderman T. Jackson
Mr. F. DeNardis
Ms. A. VanDuzer

ALSO PRESENT: Mr. G. Macaluso
Mr. T. Burrows
Mr. J. Leuser
Mr. B. Snetsinger
Ms. P. Bennett

REGRETS: Alderman W. McCulloch
Mayor R. Morrow

1. Chairman's Remarks

Alderman Merling welcomed everyone to the meeting.

2. Correspondence

Nil

3. Minutes of Hamilton Place Committee Meeting Held
January 25, 1990

MOVED by Mrs. Dow, seconded by Ms. VanDuzer that

**THE HAMILTON PLACE COMMITTEE MINUTES OF JANUARY 25, 1990
BE APPROVED.**

MOTION CARRIED.

Mr. DeNardis stressed the need to address the issue of promotion/co-promotion in conjunction with Hamilton's ethnic communities as soon as possible.

4. Minutes of Special Meeting February 2, 1990

MOVED by Mr. DeNardis, seconded by Mrs. Dow that

THE MINUTES OF THE SPECIAL MEETING FEBRUARY 2, 1990 BE APPROVED.

MOTION CARRIED.

Alderman Merling expressed concern in regards to the attendance at the special meeting. The Facility Director explained that in trying to obtain a quorum for the meeting he was aware that Mrs. Dow and Ms. VanDuzer were unable to attend (Mrs. Dow was away on business and Ms. VanDuzer was attending another H.E.C.F.I. meeting). Mrs. Dow suggested that at times, meetings could be held at 5:00 p.m., after normal working hours which may relieve citizen Members' schedules to some extent.

5. Business Arising From the Minutes

5.1 Rental Rates, Other Facilities

MOVED by Mrs. Dow, seconded by Mr. DeNardis that

THE HAMILTON PLACE RENTAL AND EVENT RATES REMAIN UNCHANGED FOR THE REMAINDER OF 1990; and

THAT RENTAL RATES FOR 1991 BE REVIEWED IN CONJUNCTION WITH THE DIRECTOR OF MARKETING AND SALES; and

THAT A REPORT BE PRESENTED TO THE COMMITTEE AT THE JUNE, 1990 MEETING.

MOTION CARRIED.

5.2 Hamilton Theatre Inc.

MOVED by Alderman Jackson, seconded by Mrs. Dow that

H.E.C.F.I. CONTINUE TO USE BOTH THE NAMES "HAMILTON PLACE" AND "HAMILTON PLACE THEATRE", AS WELL AS THE HAMILTON PLACE LOGO IN ALL PRINTED MATERIAL(S) AND ADVERTISEMENTS, AT ITS DISCRETION; and

THAT LEGAL COUNSEL BE REQUESTED TO ADVISE MR. C. R. HARRIS, LEGAL COUNSEL FOR THE HAMILTON THEATRE INC. OF THE ABOVE RECOMMENDATION.

MOTION CARRIED.

5.3 Dinner Theatre Theme Nights

The Committee received Mr. Snetsinger's February 19th report regarding the Dinner Theatre Theme Nights at Hamilton Place. Mr. Snetsinger advised that the feasibility study (test runs) will be done in conjunction with West Side Story and/or CATS. Committee Members requested the Director of Marketing and Sales to provide a cost benefit analysis to the next meeting.

Mrs. Dow suggested that a 'theme' evening be planned during the C.S.A.E. Convention. The Managing Director stated that management has considered providing a buffet at the Convention Centre to be following be a performance of Oklahoma.

5.4 Patio Licence

MOVED by Alderman Jackson, seconded by Mrs. Dow that

MANAGEMENT BE AUTHORIZED TO CONDUCT A COST BENEFIT ANALYSIS FOR THE ESTABLISHMENT OF A LICENCED PATIO LOCATED ADJACENT TO THE PIANO NOBILE.

MOTION CARRIED.

6. Reports

6.1 Facility Director's Report

The Committee received the Facility Director's Report for information. Ms. VanDuzer's suggestion that the Brabant papers be utilized for promoting school programming was noted.

6.2 Marketing Report

MOVED by Mrs. Dow, seconded by Ms. VanDuzer that

THE MARKETING SERVICES REPORT BE RECEIVED.

MOTION CARRIED.

Reference was made in the Marketing Service Report to the development of a new group flyer (Hamilton Place). Mr. Snetsinger was requested to include copies of such flyers with the report in future.

7. New Business

8. Other Business

9. Date of Next Meeting

Thursday, March 22, 1990
8:00 A.M.
HAMILTON PLACE BOARD ROOM

10. Adjournment

MOVED by Alderman Jackson, seconded by Ms. VanDuzer that

THE MEETING ADJOURN AT 9:35 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman H. Merling, Chairman

Patricia Bennett, Secretary

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES

DEPARTMENT OF PHYSICS

PHYSICS 350
LECTURE 10

THEORY OF QUANTUM MECHANICS
SCHRÖDINGER EQUATION

1. INTRODUCTION

2. THE SCHRÖDINGER EQUATION

3. THE WAVE FUNCTION

4. THE PROBABILITY DENSITY

5. THE EXPECTED VALUE

6. THE UNCERTAINTY PRINCIPLE

7. THE HARMONIC OSCILLATOR

8. THE PARTICLE IN A BOX

9. THE HYDROGEN ATOM

10. THE ADDITION OF ANGULAR MOMENTUM

11. THE SPIN OF THE ELECTRON

12. THE ADDITION OF SPIN

13. THE PAULI EXCLUSION PRINCIPLE

14. THE PERIODIC TABLE

5.4

Hamilton Convention Centre Third Report



**HAMILTON CONVENTION CENTRE COMMITTEE THIRD
REPORT OF 1990**

The Hamilton Convention Centre Committee presents its **THIRD Report** from its meeting held March 20, 1990 and respectfully recommends the following:

1. Wall of Conventions : Donor Plates

THAT APPROVAL BE GIVEN TO EMBREE INDUSTRIES TO ENGRAVE THE GRAVOPLY CONVENTION AMBASSADOR PLATES AND THE ANODIZED ALUMINUM DONOR PLATES FOR THE WALL OF CONVENTIONS IN ACCORDANCE WITH H.E.C.F.I.'S SPECIFICATIONS; and

THAT THE CRITERIA FOR INCLUSION OF DONOR NAMES BE APPROVED IN ACCORDANCE WITH THE MARCH 15, 1990 REPORT FROM THE DIRECTOR OF MARKETING AND SALES.

Note: Background information is attached.

2. Lighting - Main Lobby

THAT THE REPORT FROM MILLS LIGHTHOUSE ON THE LIGHTING IN THE MAIN LOBBY OF THE CONVENTION CENTRE BE FORWARDED TO THE DIRECTOR OF COPPS COLISEUM / CENTRAL UTILITIES PLANT FOR FURTHER STUDY AND RECOMMENDATION.

Note: Background information is attached. It should be noted that the Committee tabled the refurbishing of the front lobby until such time as the lighting scheme is determined. The Committee directed that all improvements to the front lobby be coordinated with all consultants involved in final recommendations.

3. Loose Lay Carpet - Chedoke Hall

THAT LOOSE LAY CARPET, APPROXIMATELY 12,000 SQUARE FEET, BE REMOVED FROM CHEDOKE HALL; and THAT THE CARPET BE USED ONLY UPON SPECIFIC REQUEST; and THAT THE CARPET BE STORED WHILE NOT IN USE; and

THAT THE OLD CARPET FROM CHEDOKE HALL BE DISPOSED OF THROUGH THE CITY PURCHASING DEPARTMENT.

Note: Background information is attached.

4. Annual Convention of the Association for Convention Operations Management

THAT SENIOR MANAGEMENT REVIEW THE FOLLOWING RECOMMENDATIONS WITH A VIEW TO IMPLEMENTATION; and THAT MANAGEMENT PRESENT A REPORT WHICH INCLUDES RECOMMENDATIONS TO THE NEXT COMMITTEE MEETING:

- i) THAT THE HAMILTON CONVENTION CENTRE IMPLEMENT AN "ADOPT-A-ROOM" PROGRAM;
- ii) THAT A DAMAGE DEPOSIT BE COLLECTED FOR ALL TRADE/CONSUMER SHOWS, CONCERTS, SPORTING EVENTS AND OTHER EVENTS AS DEEMED NECESSARY DUE TO THE NATURE OF THE EVENT;
- iii) THAT THE RIC CORP CONCENTRICS SYSTEM OR A SIMILAR FACILITIES MANAGEMENT SYSTEM BE CONSIDERED;
- iv) THAT THE PURCHASE OF PLASTIC ROUND TABLES BE CONSIDERED WHEN HCC TABLES NEED TO BE REPLACED.

Note: Documentation is attached.

5. Donated Wine - Alternative Dispute Resolution Conference Dinner, May 27, 1990

THAT DONATED WINE FOR THE DINNER ON MAY 27, 1990 FOR THE ALTERNATIVE DISPUTE RESOLUTION CONFERENCE BE DENIED; and THAT MANAGEMENT REVIEW THE POLICY IN RESPECT OF DONATED WINE AND REPORT TO THE NEXT COMMITTEE MEETING.

Note: Documentation is attached.

6. Renovations - Administration & Events Office

THAT APPROVAL BE GIVEN TO ADD A LAYER OF PRE-FINISHED VINYL BOARD TO THE CONCRETE BLOCK WALLS IN THE ADMINISTRATION AND EVENTS OFFICE AND TO REVAMP THE OFFICES AT A COST OF \$4,243. TO BE FINANCED FROM CAPITAL FUND ACCOUNT #CF 928941006-5334, VARIOUS EQUIPMENT/RENOVATIONS.

Note: Documentation is attached.

7. Entertainment Resource List

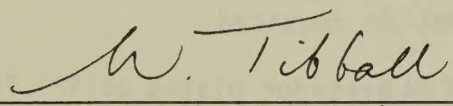
THAT THE HAMILTON MUSICIANS GUILD SUPPLY A QUANTITY OF THEIR DIRECTORIES IN PLACE OF THE PROPOSED ENTERTAINMENT RESOURCE LIST; and THAT THE AVAILABILITY OF THE DIRECTORY BE REFERRED TO THE CONVENTION CENTER'S COLLATERAL MATERIAL AND DURING CONTACT WITH PROSPECTIVE CLIENTS; and THAT THE DIRECTORY BE CIRCULATED UPON REQUEST.

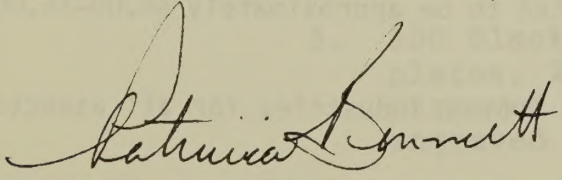
Note: Documentation is attached.

The following items were received for information:

- (i) Correspondence;
- (ii) Marketing Services Report : February, 1990;
- (iii) The March 15, 1990 Report from the Director of Marketing and Sales Regarding Mobile Signage;
- (iv) It was clarified that until such time as the report pertaining to the organizational structure is received from the CEO, the hiring process for the Director of the Hamilton Convention Center will be deferred.

Respectfully submitted,


Mr. W. Tidball, Chairman *pt*


Patricia Bennett, Secretary



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: March 9, 1990

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Wall of Conventions - Donor Plates**

RECOMMENDATION: **THAT APPROVAL BE GIVEN TO EMBREE INDUSTRIES TO SUPPLY AND ENGRAVE THE GRAVOPLY CONVENTION AMBASSADOR PLATES AND THE ANODIZED ALUMINUM DONOR PLATES FOR THE WALL OF CONVENTIONS**

BACKGROUND:

Attached is the revised copy of the quotation correcting the error that indicated the amount of the outright purchase and the 60-month lease cost that were reversed on the original quotation. It should be noted that the quotation includes the cost of 500 donor plates and 30 Convention Ambassador plates. As indicated, the engraving of these plates is an additional cost.

To ensure quality and consistency with the engraving, it is recommended that we retain Embree Industries to engrave the donor plates as required.

The price quoted to engrave the gravoply Convention Ambassador plates at \$23.75 each, and the aluminum donor plates at \$31.35 each, is based on engraving one at a time. The bulk engraving cost is expected to be approximately \$4.00-\$5.00 less depending on the number.

Therefore, it is recommended that we retain Embree Industries for all aspects of the Wall of Conventions.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

**EMBRÉE
SIGN
SYSTEMS**

151 Birge Street, Hamilton, Ontario L8L 7V4
Head Office: Hamilton (416) 529-7187
Telex 061-8549
Toronto (416) 745-5501
Fax (416) 528-6747

February 28, 1990

Quote to: Hamilton Convention Centre Quote # H 1128
115 King St. West
Hamilton, Ontario
L8P 4T9
523-5883

Attention: Mr. Stephen Dockman

To Supply: One Convention Recognition Wall for Hamilton
Convention Centre which is comprised of:

1. One red mirror octolux/hardboard
Hamilton Convention Centre Logo
2. One set of black octolux/hardboard
letters 3/4" thick x 9" high
To read: WALL OF CONVENTIONS
3. Mirror faced plexi slatwall panels
as per enclosed drawing
4. One 3'0" high x 5'0" wide Convention
Ambassadors Plaque c/w 30 engraved
1 1/2" x 6" bright silver gravoply name
plates (black letters). To be
engraved as requested (engraving extra).
5. 500 Black anodized slat wall donor
plates, 2 1/2" x 9' x 1/16" - to be
engraved as requested, silver
engraved letters (engraving extra).

60 Month Lease: \$ 442.08 per month

Outright Purchase: \$ 18,225.00

Lease:

- Includes installation
- 100% tax deductible
- Requires first and last months premium as deposit
- Both Federal and Provincial taxes are extra,
payable monthly

Continued

image builder

Outright Purchase:

- Includes installation
- Both Federal and Provincial Sales taxes are extra, payable in whole with purchase
- Requires a purchase order, a written authorization letter of purchase, or 1/3 cash deposit
- Net 30 days from completion of installation

Engraving Charges Extra:

- 1½" x 6" gravoply Convention Ambassadors Plates - \$23.75 each
- 2½" x 9" black anodized aluminum slatwall donor plates - \$31.35 each

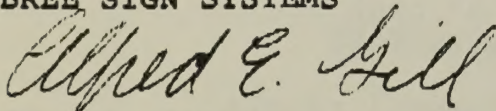
Delivery:

4-6 weeks from customer approval of all specifications

Following a successful bid, I want to assure you of our dedication to provide signage that aligns to your expectations for quality, performance and service.

Sincerely,

EMBREE SIGN SYSTEMS



Alfred E. Gill
Estimating Department

Terms:

1. If you have a tax exempt number you are required to provide us with it at the time of ordering.
2. All prices are F.O.B. our plant, Hamilton, at point of shipping.
3. No goods may be returned without prior written consent.
4. This quotation is effective for 30 days from the date shown, errors and omissions excepted. The filling of all contracts and agreements is contingent on strikes, fires, accidents, embargoes, or other causes unavoidable or beyond our control.



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

REPORT TO: HAMILTON CONVENTION CENTRE COMMITTEE

FROM: Mr. Barry Snetsinger, Director of Marketing & Sales

DATE: March 15, 1990

SUBJECT: WALL OF CONVENTIONS

BACKGROUND: At the Feb. 23rd meeting of the Convention Centre Committee the Director of Marketing was directed to develop the criteria for inclusion of donor names for the Wall of Conventions.

RECOMMENDATION: This recommends the following criteria be applied when considering inclusion:

1. The convention must be committed to a minimum of two days.
2. The convention must utilize a minimum of 100 hotel rooms per night.
3. Any exceptions will be at the discretion of the Sales Manager/Director of Marketing.
4. Only the name of the Association or Company will appear on the plaque.
5. The date of the convention should appear on the plaque.
6. To commence the program we recommend going back to 1987.

Respectfully submitted,

Barry Snetsinger
DIRECTOR OF MARKETING AND SALES



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager

DATE: March 12, 1990

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Lighting - Main Lobby**

RECOMMENDATION: **THAT THE REPORT FROM MILLS LIGHTHOUSE ON THE LIGHTING IN THE MAIN LOBBY OF THE CONVENTION CENTRE BE FORWARDED TO MR. CRANE AND THE CENTRAL UTILITIES PLANT FOR FURTHER STUDY AND RECOMMENDATION**

BACKGROUND:

At the direction of the Committee, Mills Lighthouse was contacted to review the lighting in the main lobby and provide their recommendations.

The results of their observations are outlined in the attached correspondence. It should be noted that there are three options to pursue in order to improve the lighting, as outlined:

Plan A - Install 2 tracks with 12 fixtures \$ 960.00

Plan B - Install 12 surface-mounted fixtures
with 250 watt metal halide lamps 4,800.00

Plan C - Replace the 25 existing incandescent flood
fixtures with 175 watt metal recessed fixtures 10,000.00

Considering that lighting generally is in the realm of the C.U.P. and any upgrading will have a definite effect on their operations, it is recommended that the report be forwarded to them for further study and recommendation.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.



99 ASHLEY STREET
MAIL TO:
P.O. BOX 151, STATION B
HAMILTON, ONTARIO
L8L 7W1
PHONE (416) 523-5133
FAX (416) 523-5135

DIVISION OF
METAL INDUSTRIES LIMITED
MANUFACTURERS OF
CUSTOM LIGHTING FIXTURES
FOR CHURCHES, PUBLIC
BUILDINGS, ETC.

DISTRIBUTORS OF
LIGHTING FIXTURES & LAMPS
ELECTRICAL SUPPLIES
LIGHT BULBS

March 7, 1990

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

ATTENTION: Stephen H. Dockman, Operations Manager

We are pleased to be doing your lighting consultants work for your main entrance of the Convention Centre.

We have had an on site meeting on March 5 with Steve Dockman and were advised of the lighting problems and the future installation of the moulded plaques and display on your East wall behind the reception desk.

Observations

Lighting Level (5 foot candles)

We found the main hall to be badly illuminated with noticeable shadows around the desk top area and planters. It was lacking any continuity in lighting level and didn't give the impression of entering a main entrance of a major building or convention centre. The light level should be uplifting and should accent your ceilings, walls and floor textures.

Plan A

To light the new East wall plaque display and reception desk area, we suggest mounting two 8 foot tracks with six adjustable heads on each track approximately 15 feet above the floor on the South and North walls.

The twelve heads can be fanned out to spread the light over the full display and desk area, providing a noticeable point of interest as you enter the lobby.

Approximately \$960.00
2 tracks and 12 heads

Continued.....

Plan B

To achieve a balanced lighting level in the lobby area eliminating the need for the track lights we would suggest the following cylinder fixtures in conjunction with existing incandescent flood fixtures.

Installation of twelve surface mounted metal cylinders with coilex glare baffles and bronze finish. Each fixture is powered by a 250 watt metal halide lamp which produces a pure white light and can generate 25-30 foot candles of light three feet above the floor.

Approximately \$4800.00
12 fixtures

Plan C

The most obvious lighting plan would be to remove the existing recessed incandescent flood fixtures on a one for one basis and replace them with 175 watt metal halide recessed fixtures with coilex glare baffles. This would hide all the new lighting in your bulk heads and use the same lighting locations you are now using. Again metal halide is a white light source with four times the lumen output of incandescent lamps and 12 times the lamp life. (35-40 foot candles) 3 feet above the floor.

Approximately \$10,000.00
25 fixtures

The above suggestions are made without research into the available power, area available inside the bulk heads, sprinkler pipes, etc.

All the above should be researched in time for accurate lighting fixture placement.

Continued.....

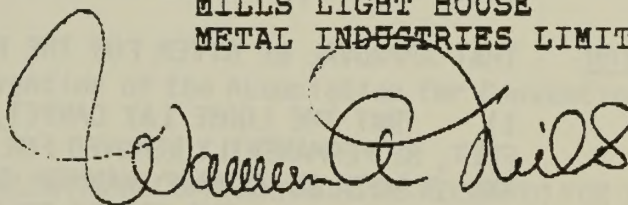
Quotation Continued.....

Page 3

Prices quoted include Federal Sales Tax at 13 1/2%. Provincial Sales Tax is extra. F.O.B. your site. Lamp bulbs are included. Pricing is for budget purposes only. Installation by others. Terms net 30 days.

Sincerely,

MILLS LIGHT HOUSE
METAL INDUSTRIES LIMITED

A large, stylized handwritten signature in dark ink, appearing to read "Warren A. Mills". The signature is fluid and cursive, with the first name "Warren" being particularly prominent.

Warren A. Mills
Commercial Sales

WAM:sg



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager

DATE: March 9, 1990

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Loose Lay Carpet - Chedoke Hall**

RECOMMENDATION: **THAT APPROVAL BE GIVEN FOR THE FOLLOWING:**

- 1) **THAT THE LOOSE LAY CARPET, APPROXIMATELY 12,000 SQUARE FEET, BE PERMANENTLY REMOVED FOR ALL FUNCTIONS IN CHEDOKE HALL AND PLACED IN A SAFE MANNER IN TWO SECTIONS OF WENTWORTH EXHIBITION HALL, THE CARPET ONLY TO BE REMOVED FOR TRADE AND CONSUMER SHOWS AND OTHER EVENTS FOR WHICH THIS IS DEEMED NECESSARY**
- 2) **THAT THE OLD CARPET FROM CHEDOKE HALL BE DISPOSED OF THROUGH THE CITY PURCHASING DEPARTMENT**

BACKGROUND:

The loose lay carpet in Chedoke Hall is difficult to place without overlapping, causing a safety hazard or leaving parquet showing between the pieces, and without taping all pieces to the floor, which is very labour intensive.

Considering that Chedoke Hall has a beautiful parquet floor, the removal of the carpet would not necessarily detract from the ambience of the room, and would eliminate our concerns regarding safety.

The carpet would be placed in Wentworth Exhibition Hall Sections A and B by using two sided tape, where necessary. As well, it is not as important if the floor shows through between the pieces of carpet. It would remain on the floor during most events and would certainly be a selling feature for this room. The carpet would only be removed for trade and consumer shows, and other events as deemed necessary.

The old carpet from Chedoke Hall that is presently used in Wentworth Exhibition Hall is in very poor condition, and should the recommendation be approved, it would be disposed of through the City Purchasing Department.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager

DATE: March 9, 1990

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Annual Convention of the Association for Convention Operations Management

RECOMMENDATION: THAT THE FOLLOWING RECOMMENDATIONS BE RECEIVED FOR INFORMATION;
AND

THAT SENIOR MANAGEMENT REVIEW THEM FOR POSSIBLE IMPLEMENTATION:

- 1) THAT THE HAMILTON CONVENTION CENTRE IMPLEMENT AN "ADOPT-A-ROOM" PROGRAM
- 2) THAT A DAMAGE DEPOSIT BE COLLECTED FOR ALL TRADE/CONSUMER SHOWS, CONCERTS, SPORTING EVENTS AND OTHER EVENTS AS DEEMED NECESSARY DUE TO THE NATURE OF THE EVENT
- 3) THAT THE RIC CORP CONCENTRICS SYSTEM OR A SIMILAR FACILITIES MANAGEMENT SYSTEM BE CONSIDERED
- 4) THAT THE PURCHASE OF PLASTIC ROUND TABLES BE CONSIDERED WHEN OUR TABLES NEED TO BE REPLACED

BACKGROUND:

Attached is the report from Ms. Robin Laking, Events Manager, who attended the Second Annual Convention of this Association in New Orleans, January 4-6, 1990. The report has been reviewed, resulting in a number of recommendations.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE OPERATIONS MANAGER - HAMILTON CONVENTION CENTRE
FROM THE EVENTS MANAGER ON
THE ASSOCIATION FOR CONVENTION OPERATIONS
MANAGEMENT CONFERENCE 1990

January 19, 1990

INTRODUCTION

The second annual conference of the Association for Convention Operations Management (ACOM) took place January 4 - 6 at the Inter-Continental Hotel in New Orleans. Approximately 270 delegates attended this professional educational program for Convention & Event Service Managers from Convention Centres, Hotels & Bureaus.

The interactive workshops effectively explored a range of topics from automating your operation to mediation between the union and client. Following are several concepts that warrant special mention.

Adopt-A-Room Program

This program instills staff pride by getting all departments involved in the physical appearance of the facility. Operations would provide a checklist of maintenance items for each room. These would include such things as condition of carpet, plaster & paint on walls, doors, light bulbs & fixtures, drapes, etc. Each department or individual would be assigned a room & would provide a written report (the checklist) every two weeks to operations for follow-up action. The room assignments should be rotated so that 'new' eyes are viewing the rooms every few months.

Executive Service

This concept developed for small meeting functions (under 30 people) has been adapted effectively by several convention centres. 'Executive Service' provides one representative to book the facility, finalize details and follow through. It is particularly suitable for monthly, repeat, functions of which we have approximately twelve. Considered a VIP service it was designed to make the client feel special and to be swift by eliminating the need to deal with two departments.

Damage Deposit

Some facilities are collecting a 'damage deposit' for all trade/consumer shows. This amount is over and above the normal room deposit. The deposit is fully refundable if upon moveout, an inspection of the facility shows no damage has been incurred. If repairs are necessary as is often the case we already have a substantial deposit to meet our expenses. This system was established when facilities experienced difficulty collecting from the client for damage caused by the contractors or exhibitors.

Automation

Automating our Convention Centre operation was discussed both in workshops and among delegates on a one to one basis. I have attached information on the Ric Corp Concentrics system which has been adapted by Calgary Convention Centre among many others. This system appears to meet many of our needs including inventory control.

Operational Tools

In touring the various hotels and centres in New Orleans, I discovered two items which we may wish to consider purchasing.

a) Plastic Rounds

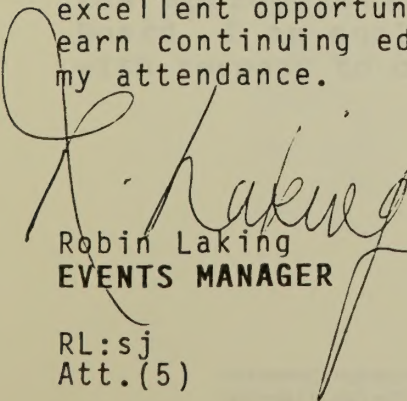
Available in 5 or 6 foot sizes these tables are extremely lightweight and have a rubber edging around the outside for easy mobility. They were highly recommended by the Hilton and are available from 'Mighty-Lite' in Utah (1-800-327-1692).

b) Coffee Trivet

These trivets are handsome lightweight plastic with a 'grill' on top to absorb drips. They are very effective at preventing soilage whenever coffee pots have to be placed directly on table linens. Available from Action Industries (305) 524-9405.

SUMMARY

The ACOM conference was again a worthwhile investment. It was an excellent opportunity to network with my peers in the industry and earn continuing education unit credits. Thank you for approving my attendance.


Robin Laking
EVENTS MANAGER

RL:sj
Att.(5)



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: March 9, 1990

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Donated Wine - Alternative Dispute Resolution Conference Dinner
- May 27, 1990**

RECOMMENDATION: **THAT DONATED WINE FOR THE DINNER ON MAY 27, 1990 FOR THE
ALTERNATIVE DISPUTE RESOLUTION CONFERENCE NOT BE APPROVED**

BACKGROUND:

Attached is a letter from Mr. Stanley Jaskot of Agro, Zaffiro, Parente, Orzel & Baker regarding the Alternative Dispute Resolution Conference May 27-29, 1990. Mr. Jaskot is requesting permission to serve donated wine at the dinner on Sunday May 27th. The wine would be donated by a winery.

Considering that wine sales represent approximately 10% of our food and beverage sales, the introduction of donated wine adversely affects the operating results of the Convention Centre. It is therefore recommended that this request be denied.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

AGRO, ZAFFIRO, PARENTE, ORZEL & BAKER

BARRISTERS & SOLICITORS

NICHOLAS J. ZAFFIRO, Q.C.
EDWARD J. ORZEL, Q.C.
STANLEY P. JASKOT, B.A., LL.B.
JOHN W. LOGAN, B.A., LL.B.
MICHAEL DALE PARAYESKI, LL.B.
JANE A. MILANETTI, B.A., LL.B.
VANDA A. SANTINI, B.A., B.C.L., LL.B.
Z. S. PETE VOLARIC, B.A., LL.B.
KATHRYN A. McKAGUE, B.A. (HONS), LL.B.

JOHN A. PARENTE, Q.C.
MICHAEL L. BAKER, Q.C.
FRANCIS A. DeSANTIS, B.A., LL.B.
IAN P. NEWCOMBE, B.A., LL.B.
CHARLES P. CRIMINISI, LL.B.
MARTHA B. ZIVOLAK, B.A. (HONS), LL.B.
DAVID A. ELLIOT, B.A., LL.B.
PAUL T. FERRACUTI, LL.B.

TELEPHONE (416) 527-6877
FACSIMILE (416) 527-6843

FOURTH FLOOR
ONE JAMES STREET SOUTH

MAIL:
P. O. BOX 2069, STATION "A"
HAMILTON, ONTARIO
L8N 3G6

RECEIVED MAR - 1 1990

February 27, 1990

Board of Directors
HECFI
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Sirs:

Re: Alternative Dispute Resolution Conference

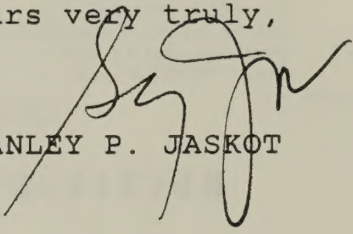
I am writing to you as a member of the organizing committee of the Alternative Dispute Resolution Conference scheduled to take place in Hamilton on May 27th through to May 29th, both inclusive. The conference is scheduled to take place at the Hamilton Convention Centre/Sheraton Hotel and we are anticipating approximately 300 delegates to be in registration and in attendance over the course of the conference. It is anticipated that the conference will attract members of the judiciary, legal, medical and social work professions, as well as representatives from the business community and accounting fields.

Our preliminary function occurring on Sunday evening is a banquet dinner preceded by a cocktail hour and followed by a debate and further discussion.

For purposes of the banquet, we are writing to you to obtain permission in order to be able to supply wine for the banquet dinner from a winery by way of donation. It is my understanding that such arrangements are possible provided that the appropriate exemption is requested and approved by your Board. I am enclosing herewith a copy of the brochure printed with respect to our conference for your further information.

Should you require any other details, please feel free to contact this writer.

Yours very truly,



STANLEY P. JASKOT

SPJ:cs
enc.

ALTERNATIVE DISPUTE RESOLUTION

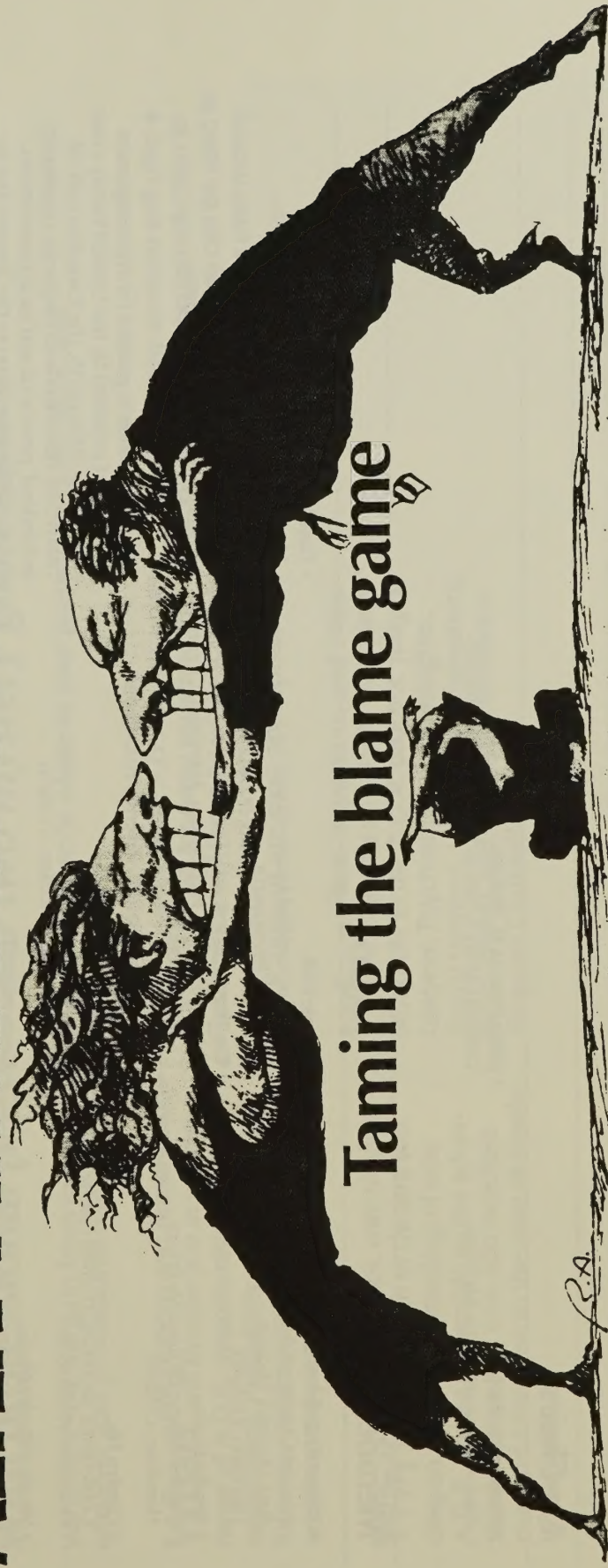


Illustration by Raffi Anderian. Courtesy of the Toronto Star.

Hamilton, Ontario • Sunday May 27th – Tuesday May 29th, 1990

The Conference Committee

Co-Chairs:

- **Richard W. Shields,**
Lawyer, Kingsmill Ross McBride;
- **Judge Patricia H. Wallace,**
Unified Family Court of Hamilton-Wentworth.

Members:

- **Robert Chambers,**
Lawyer, Chartered Accountant,
Peat Marwick Thorne,
Hamilton, Ontario.
- **Kendra Coats,**
Lawyer, Kingsmill Ross McBride,
Hamilton, Ontario.
- **Carolyn Flis,**
Conference Secretary, Unified Family Court,
Hamilton-Wentworth.
- **Wendy Hearder-Moan,**
Law librarian, Hamilton Law Association,
Hamilton, Ontario.
- **Maggie Hall,**
Mediator, Unified Family Court,
Hamilton-Wentworth.
- **Ray Harris,**
Lawyer, Harris & Henderson, Hamilton, Ontario.
- **Stan Jaskot,**
Lawyer, Agro, Zaffiro, Parente, Hubar, et al,
Hamilton, Ontario.
- **Dr. Faith Kaplan,**
Psychologist, Hamilton, Ontario.
- **Gerry McNeilly,**
Court Administrator, Mediator, Unified Family
Court, Hamilton, Ontario.
- **David Nicholson,**
Manager, Employee Services, Dofasco,
Hamilton, Ontario.
- **Dr. David Streiner,**
Professor, McMaster University,
Hamilton, Ontario.

The Committee is grateful for encouragement and support provided by the Unified Family Court of Hamilton-Wentworth, the Canadian Judicial Centre, the Hamilton area corporate community and federal, provincial and local governments. Our special appreciation to the Toronto Star for permission to reprint Raffi Anderian's illustration of "The Blame Game".

Explore the what, why, when, who and how of A.D.R. with professional peers – *and two mystery guest stars*

We're sure you will gain fresh insight at this spirited Conference whatever your present views on A.D.R. and whatever your professional role in resolving family disputes.

What? Workshops and presentations will involve you in a wide range of A.D.R. opportunities, such as assessment, mediation, arbitration, the four-way conference, the private court and financial planning, among others.

Why? Lively debates, role playing and a touch of theatre will deepen your understanding of why A.D.R. can be preferable to the adversarial process that may add needless cost and bitterness to the pain of family breakdown.

When? Because A.D.R. is not a cure-all for every situation, the Conference will focus on when it should be considered and when the various A.D.R. options are most appropriate.

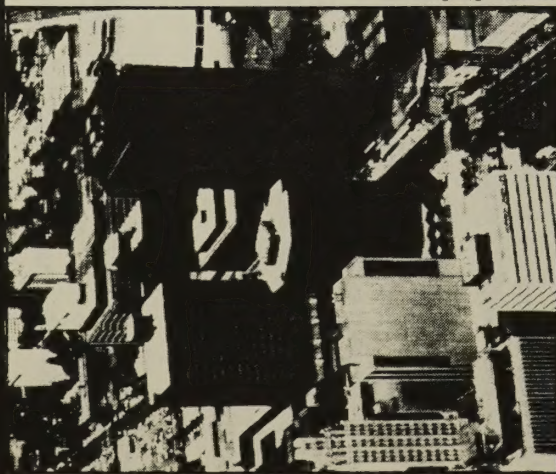
How? Many sessions will offer a hands-on introduction to how A.D.R. techniques can be used to prevent needless battles over money and kids.

Who? Panel discussions and other events will clarify who plays what role in the A.D.R. process: Judges, Lawyers, Psychiatrists, Psychologists, Social Workers, Vocational Counsellors, Accountants and Employee Assistance Program Counsellors.

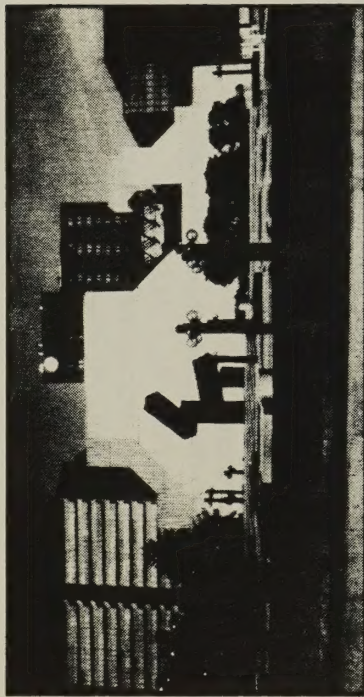
See enclosed conference and hotel registration cards.

For more information, contact Carolyn Flis at (416) 577-8318, Unified Family Court, 55 Main Street West, Hamilton, Ontario L8P 1H4

We're going all out for your enjoyment and convenience



Hamilton City Core
Art Gallery



Sheraton Hotel Lobby

• Although this will be a busy and productive Conference, there will be time for a glimpse of Canada's most surprising city. If you plan to arrive early Sunday afternoon, a Hamilton Conference delegate will be happy and proud to show off the world famous Royal Botanical Gardens, historic Dundurn Castle, the re-born downtown core, one of Canada's finest Art Galleries and other Hamilton highlights.

• We've arranged a very enjoyable Partner's Program which includes the Sunday evening dinner at the Convention Centre; Monday - a bus tour of such Hamilton highlights as the Royal Botanical Gardens, Dundurn Castle, Battlefield House, Andrés Wineries, followed by lunch at Leona Gardens, the wine and cheese reception at the

Unified Family Court; Tuesday - a walking tour of the downtown core with visits to the Art Gallery, Hamilton Place, Copps Coliseum and the Farmers Market with coffee at the historic Whitehern.

• We've left Monday evening open for a visit to one of Hamilton's many excellent restaurants; or, if you prefer, a dinner at home, hosted by a colleague. Please indicate your preference on the conference registration card.

• We have arranged for a block of rooms at the Sheraton, one of Canada's newest and finest hotels, which is directly connected with the Convention Centre. Please mail the enclosed reservation card to the Sheraton Hotel at the same time you mail your conference registration card to us.

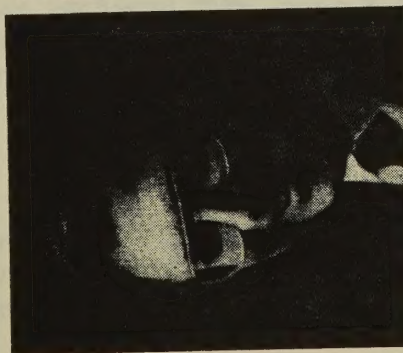
• If you are flying in via Pearson International Airport, we will arrange a reduced rate to and from Hamilton with Airways Transit, provided that 50 or more delegates use the service.

• A **video tape record** of presentations, workshops and other Conference events will be presented to all delegates free of charge immediately prior to departure on Tuesday evening.

NOTE: This conference was scheduled to immediately precede and complement the outstanding A.F.C.C. conference in Winnipeg May 30 - June 2, 1990. Contact Lorraine Martin at (204) 945-7236 for A.F.C.C. information.

Introducing our outstanding keynote speakers

Richard A. Gardner, M.D.



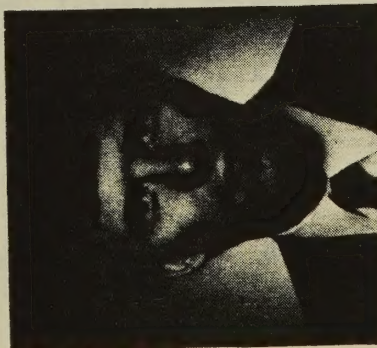
"A peace proposal for custody battles"
1:45-4:00 p.m. Tuesday May 29th.

Dr. Gardner brings a unique range and depth of professional experience to his keynote presentation on the child custody issue. He is a practicing child psychiatrist, adult psychoanalyst, and Clinical Professor of Child Psychiatry at the College of Physicians and Surgeons of Columbia University. He has also served on the faculty of the William A. White Psychoanalytic Institute and as Visiting Professor of Child Psychiatry at the University of Louvain in Belgium.

Among other professional affiliations, Dr. Gardner

is a Fellow of the American Psychiatric Association, American Academy of Child Psychiatry, and the American Academy of Psychoanalysis. His 250 books, articles, and video tapes include three titles of special relevance to this A.D.R. Conference: "Child Custody Litigation: A Guide For Parents and Mental Health Professionals" (1986); "The Parental Alienation Syndrome and the Differentiation Between Fabricated and Genuine Child Sex Abuse" (1987); and "Family Evaluation and Child Custody Mediation, Arbitration, and Litigation" (1989). He is recognized by his professional peers as one of the leading innovators in the field of child therapy.

Charles L. Barker, C.M.I.



"Negotiation Success: An Interactive Exercise"
10:45-12:15 p.m. Monday May 28th.

Charles Barker is a Consultant with Conflict Management, Inc., a consulting firm specializing in negotiation and dispute resolution. C.M.I. brings the theory developed by the Harvard Negotiation Project, and its practical application, to professional firms, corporations, partnerships, governments, public agencies, and other organizations.

Mr. Barker facilitates litigation settlement, contract, public policy and other negotiations; and

teaches negotiation techniques. Before joining CMI, Mr. Barker was a partner in the Litigation and Alternative Dispute Resolution Departments of Jenner & Block in Chicago. He has conducted numerous complex negotiations in all phases of trial and appellate litigation including family law. Before joining Jenner and Block, he served as a law clerk to United States District Judge Charles Joiner and to the Attorneys General of Minnesota and Massachusetts. Mr. Barker has taught at DePaul Law School and in the Negotiation Seminar of the Program of Instruction for Lawyers at Harvard Law School.

PLAN TO MAKE THE MOST OF THIS UNIQUE A.D.R. EXPERIENCE
Hosted by the Unified Family Court of Hamilton-Wentworth

All events are at the Hamilton Convention Centre unless otherwise noted.

4:00 – 6:00 p.m.

Registration and Cocktail Party

This welcoming reception will be hosted by Hamilton's Unified Family Court Judges: Senior Judge David Steinberg, Judge John Van Duzer, Judge Thomas Beckett, Judge Derek Mendes da Costa, Judge Patricia Wallace.

6:15 p.m. "Carnage and Compassion:

Reflections on Conflict in Human Nature in Western Culture"

This audio-visual lecture by Robert McWhinney and Kathleen Metcalfe was the highlight of the recent A.F.C.C. conference in Chicago.

7:00 p.m. Dinner

A warm Hamilton welcome will be followed by an outstanding dinner and provocative debate.

9:00–10:00 p.m. "The Pro and Con of A.D.R."

This spirited debate will explore both sides of the question: "Resolved: that A.D.R. is preferable to the court process in resolving family disputes".

Moderator • the Hon. Mr. Justice Patrick T. Galligan, Court of Appeal, Supreme Court of Ontario.

Debaters • William Charlton, Lawyer, Hamilton
• Jeffrey Wilson, Lawyer, Toronto.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager

DATE: March 9, 1990

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: **HECFI BOARD** _____ AND/OR **HAMILTON CONVENTION CENTRE** COMMITTEE(S) X

SUBJECT: **Renovations - Administration & Events Office**

RECOMMENDATION: THAT APPROVAL BE GIVEN TO ADD A LAYER OF PRE-FINISHED VINYL BOARD TO THE CONCRETE BLOCK WALLS IN THE ADMINISTRATION AND EVENTS OFFICE AND TO REVAMP THE OFFICES, AT A COST OF \$4,243.00, TO BE FINANCED FROM CAPITAL FUND ACCOUNT #CF928941006-5334, VARIOUS EQUIPMENT/RENOVATIONS

BACKGROUND:

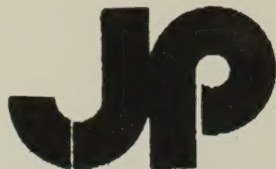
The concrete block in the Administration and Events Office does not create the ambience expected in an area where we are finalizing events with our clients, and administering the Facility. A layer of pre-finished vinyl board similar to the existing walls would give the offices an appropriate finish.

As well, with the relocation of the offices, there is no office space available for Stronco Audio Visual. The revamping of the offices as outlined in the attached drawing will add an additional office to this area. The office would be rented to Stronco at fair market value.

A quotation has been received from James Pollock Interior Wall & Ceiling Products Ltd. in the amount of \$4,243.00. Comparative quotes will be obtained through the City Purchasing Department.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.



James Pollock
Interior Wall &
Ceiling Systems Ltd.

Phone: 383-1852
383-8571
Fax: 383-7788

143 Hester St., Unit 6
Hamilton, Ontario
L9A 2N9

Drywall, Movawall Partitions, Suspended Ceilings

February 6, 1990.

ATTN BRAD CALDER.

Copps Coliseum,
Hamilton, Ontario.

Attention: Brad Calder.

Reference: Hamilton Place 2nd Floor Office.

Dear Sir:

We are pleased to submit our quotation for the following:

- ✓ 1. To add a layer of pre-finished vinyl board including
dividing batten strips
Clg. runner & new baseboard
To 3 block walls approx. total 106 L/F. \$2,321.00
2. To demount 10 L/F partition
To re-build 10 L/F partition - new location
To add new matching pre-finished vinyl board partition
To re-hang 1 frame & door
To add two frames & doors
To paint two doors to match. \$1,922.00

All taxes included.

James Pollock

#4,253.2

JP/pb

James Pollock,
President.

Title;

HAMILTON

CONVENTION

CENTRE-

Proposed Office

Area for

Operations and

Event Staff.

Location;

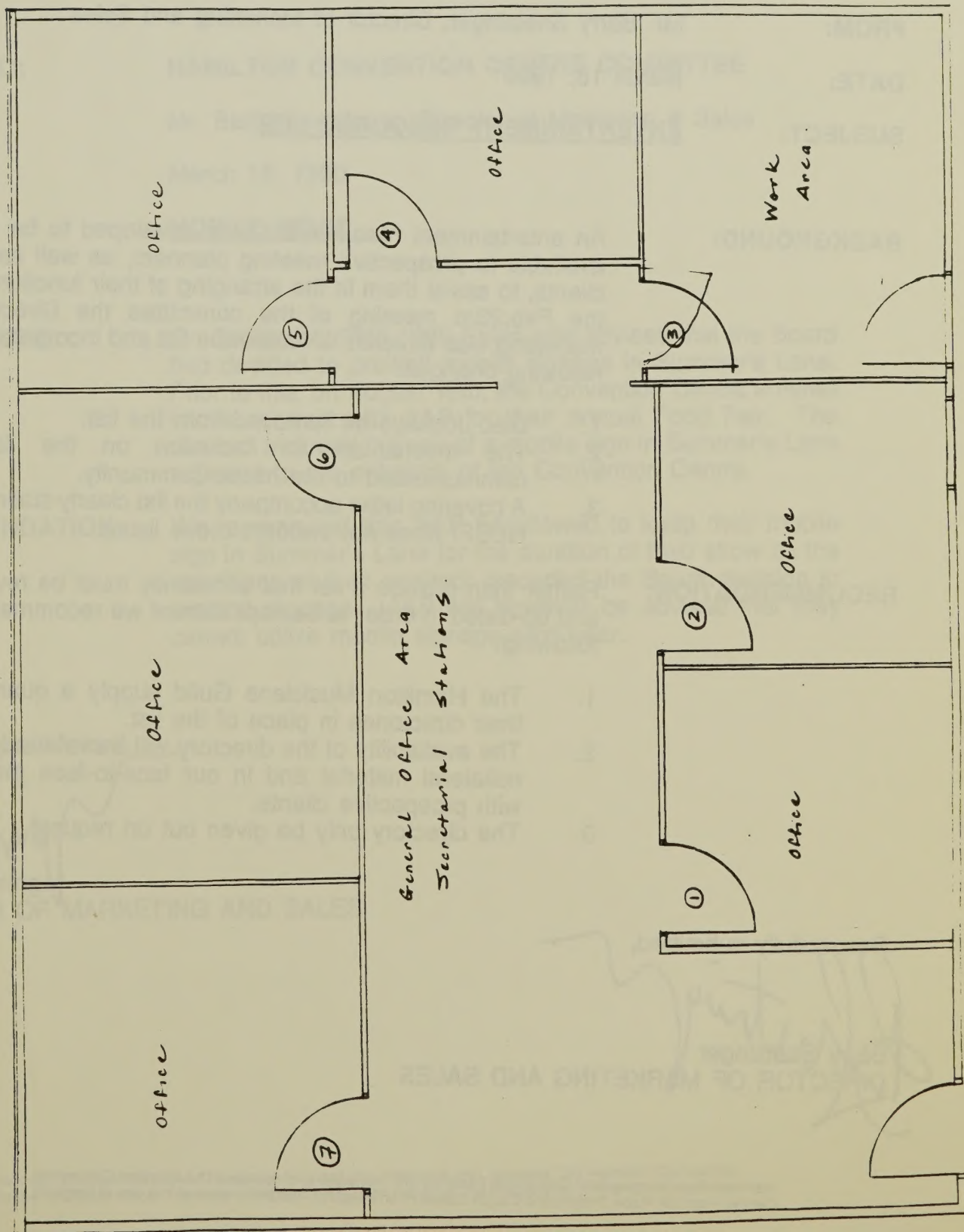
Hamilton Place

Chorus Level

Drawn by BNL

Scale $\frac{1}{4}" = 1'-0"$

Drawing No 2





Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

REPORT TO: HAMILTON CONVENTION CENTRE COMMITTEE

FROM: Mr. Barry Snetsinger, Director of Marketing and Sales

DATE: March 15, 1990

SUBJECT: ENTERTAINMENT RESOURCE LIST

BACKGROUND: An entertainment resource list was developed to be made available to prospective meeting planners, as well as local clients, to assist them in the arranging of their functions. At the Feb.23rd meeting of the committee the Director of Marketing was directed to review the list and incorporate the following changes:

1. Disc Jockeys be removed from the list.
2. The mechanism for inclusion on the list be communicated to the music community.
3. A covering letter accompany the list clearly stating that HECFI does not endorse those listed.

RECOMMENDATION: Rather than provide a list that constantly must be reviewed and up-dated in order to be kept current we recommend the following:

1. The Hamilton Musicians Guild supply a quantity of their directories in place of the list.
2. The availability of the directory will be referred to our collateral material and in our face-to-face meetings with prospective clients.
3. The directory only be given out on request.

Respectfully submitted,

Barry Snetsinger
DIRECTOR OF MARKETING AND SALES



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

REPORT TO: HAMILTON CONVENTION CENTRE COMMITTEE

FROM: Mr. Barry Snetsinger, Director of Marketing & Sales

DATE: March 15, 1990

SUBJECT: MOBILE SIGNS

BACKGROUND: On September 26th 1989 Sales was advised that the Board had decided to prohibit mobile signage in Summer's Lane. Prior to this, on August 16th, the Convention Centre entered into a contract with A&P for their annual Food Fair. The contract included the use of a mobile sign in Summer's Lane adjacent to the entrance of the Convention Centre.

RECOMMENDATION: We recommend that A&P be allowed to keep their mobile sign in Summer's Lane for the duration of their show as the conditions of their contract preceded the Board decision to prohibit signage. A&P will however be advised that they cannot utilize mobile signage next year.

Respectfully submitted,

Barry Snetsinger
DIRECTOR OF MARKETING AND SALES

THE SOCIETY OF ONTARIO VETERINARIANS

469 Gordon Street
P.O. Box 934
Guelph, Ontario N1H 6J6
(519) 763-2068

February 23, 1990

Dear Margaret:

My humblest apologies for the tardiness of this letter, but I have a feeling that you will understand when I say how difficult it is to get anything done around here!

I wanted to extend to you my heartfelt thanks for your most capable assistance both before and during the SOV 1990 Convention. Thanks to you, it ran like a well-oiled machine, with even fewer glitches than last year. It was so reassuring to know that there was someone with your abilities orchestrating the entire Convention Centre for us.

A special thank you as well for your extra care and concern with regard to my pregnancy. I greatly appreciated being able to firm up our plans earlier than I'm sure is usual. It took a huge load off my mind to know that things were well under way before I went into labour!

Margaret, I wish you all the best for this new decade. I hope that the rest of the conventions this year appreciate you as much as we did! Many thanks again for a job superbly done.

Sincerely yours:

Liz ☺

Liz Saul, DVM
Chairman,
SOV 1990 Convention

*P.S. Matthew is doing famously. He is already up 2 1/2 lbs at 6 wks,
so something must be working properly!*

Best wishes ☺

5.4.1

Hamilton Convention Centre Committee Minutes of
February 23, 1990

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS 60637
TEL: 773-936-3000

OFFICE OF THE DEAN

Dear Sir/Madam:

I am pleased to inform you that your application for admission to the University of Chicago has been accepted. We are delighted to have you join our community of scholars and students.

Your academic achievements and extracurricular activities have been thoroughly reviewed, and we are confident that you will thrive in our rigorous academic environment. We look forward to welcoming you to campus in the fall.

Please contact the Office of the Dean at 773-936-3000 for further information regarding your admission and the next steps in the process. We are committed to providing you with all the support and resources you need to succeed.

We are excited to see you on campus and to begin your journey at the University of Chicago. Please do not hesitate to reach out if you have any questions or need assistance.

Sincerely,

Dean

Office of the Dean

University of Chicago

Chicago, Illinois 60637

Please contact the Office of the Dean at 773-936-3000 for further information regarding your admission and the next steps in the process. We are committed to providing you with all the support and resources you need to succeed.

Respectfully,

HAMILTON CONVENTION CENTRE COMMITTEE

Friday, February 23, 1990

8:00 A.M.

Room 206

REGULAR MINUTES

PRESENT: Mr. W. Tidball, chairman
Alderman J. Gallagher
Alderman T. Jackson
Alderman D. Drury
Mr. M. Ryder

ALSO PRESENT: Mr. G. Macaluso
Mr. S. Dockman
Mr. J. Leuser
Mr. B. Snetsinger
Ms. P. Bennett

MEDIA: Mr. N. Campbell, C.K.O.C.

REGRETS: Mr. N. Levitt
Mayor R. Morrow

1. Chairman's Remarks

The Chairman called the meeting to order at 9:16 a.m.

2. Correspondence

The Committee received the following correspondence:

- (i) February 5, 1990 letter from Sister R. Bohnert, Good Shepherd Centre, expressing appreciation for the donation of food;
- (ii) January 19, 1990 letter of commendation to staff from The Heart and Stroke Foundation;
- (iii) November 28, 1989 letter of commendation to staff from the Hamilton Wentworth Creative Arts Inc.

3. Minutes of Hamilton Convention Centre Committee
Meeting Held Friday, January 26, 1990

MOVED by Alderman Jackson, seconded by Mr. Ryder that

**THE MINUTES OF HAMILTON CONVENTION CENTRE COMMITTEE
MEETING HELD FRIDAY, JANUARY 26, 1990 BE APPROVED.**

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Entertainment Resource - Convention Planning

The Committee received the Operations Manager's February 17th report including the Entertainment Resource List. The Committee made the following suggestions:

- (i) that the Director of Marketing and Sales review the list and to incorporate the following:
- (ii) that disk jockeys be removed from the list;
- (iii) that the mechanism for inclusion on the list be conveyed to the music community;
- (iv) that a covering letter accompany the list which states that H.E.C.F.I. does not necessarily endorse those listed.

4.2 Interior and Exterior Signage

MOVED by Alderman Gallagher, seconded by Alderman Drury that

**MANAGEMENT NOT PROCEED WITH THE RETENTION OF A
CONSULTANT FOR INTERIOR AND EXTERIOR SIGNAGE AT THE
CONVENTION CENTRE; and**

**THAT STAFF EXPLORE OTHER ALTERNATIVES, I.E. A
CHANGEABLE, PROGRAMMABLE COMPUTER GENERATED MESSAGE AND
INFORMATION SYSTEM FOR THE INTERIOR OF THE CONVENTION
CENTRE.**

MOTION CARRIED.

5. Reports

5.1 Report of Operations Manager

MOVED by Alderman Gallagher, seconded by Alderman Jackson that

THE OPERATIONS MANAGER'S FEBRUARY 19, 1990 REPORT BE RECEIVED.

MOTION CARRIED.

5.2 Annual Convention of the Association for Convention Operations Management Report

MOVED by Mr. Ryder, seconded by Alderman Jackson that

THE REPORT FROM THE EVENTS MANAGER IN RESPECT OF THE ANNUAL CONVENTION OF THE ASSOCIATION FOR CONVENTION OPERATIONS MANAGEMENT BE RECEIVED.

MOTION CARRIED.

The Committee requested the Director of Operations to review the report with the Client Services Manager and to present to the Committee any recommendations resulting from having attended the convention.

5.3 Client Evaluations

Upon review of the Client Evaluations, the Committee stressed that action must be taken in respect of the carpets. The Managing Director advised that a report will be presented to the next Committee meeting.

The necessity of circulating copies of all of the Client Evaluations was discussed and it was agreed that in future, the Director of Operations would provide a summary of the evaluations in the agenda package and that copies of the evaluations would be made available at the Committee meeting for review by Committee Members.

MOVED by Alderman Jackson, seconded by Mr. Ryder that

THE CLIENT EVALUATIONS BE RECEIVED.

MOTION CARRIED.

5.4 Marketing Services Report

MOVED by Alderman Gallagher, seconded by Alderman Drury that

THE MARKETING SERVICES REPORT BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 Donated Wine - International Brotherhood of Electrical Workers Local 105 - Dinner, April 6, 1990

As the International Brotherhood of Electrical Workers Local 105 is neither a non-profit nor a charitable organization and therefore does not comply with H.E.C.F.I.'s criteria for serving donated wine, it was

MOVED by Alderman Gallagher, seconded by Alderman Drury that

THE REQUEST BY THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 105 TO SERVE DONATED WINE AT ITS APRIL 6, 1990 DINNER, BE DENIED.

MOTION CARRIED.

7. Other Business

8. Date of Next Meeting

Friday, March 23, 1990
8:00 A.M.
Room to be Announced

9. Adjournment

MOVED by Alderman Drury, seconded by Alderman Jackson that

THE REGULAR SESSION ADJOURN AT 9:40 A.M.

MOTION CARRIED.

Hamilton Convention Centre Committee
Regular Session
February 23, 1990

Page 5

TAKEN AS READ AND APPROVED.

Mr. W. Tidball, Chairman

Patricia Bennett, Secretary

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

TO THE UNIVERSITY OF CHICAGO
FROM THE UNIVERSITY OF CHICAGO
DATE 10/10/68

RE: [illegible]
[illegible]

1. [illegible]
2. [illegible]
3. [illegible]

4. [illegible]
5. [illegible]
6. [illegible]

7. [illegible]
8. [illegible]
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10. [illegible]
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12. [illegible]

13. [illegible]
14. [illegible]
15. [illegible]

16. [illegible]
17. [illegible]
18. [illegible]

19. [illegible]
20. [illegible]

Audit Committee First Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

AUDIT COMMITTEE FIRST REPORT OF 1990

The Audit Committee presents its **FIRST REPORT** from its meeting held April 10, 1990 and respectfully recommends the following:

1. Draft Audited Financial Statements for the Hamilton Entertainment and Convention Facilities Inc. for the Period Ended December 31, 1989

THAT THE DRAFT AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. FOR THE PERIOD ENDED DECEMBER 31, 1989 BE APPROVED.

2. Draft Audited Financial Statements for the Hamilton Performing Arts Foundation Inc. for the Period Ended December 31, 1989

THAT THE DRAFT AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR THE PERIOD ENDED DECEMBER 31, 1989 BE APPROVED.

The following items were received for information:

- (i) Mr. M. Ryder was appointed as Vice-Chairman of the Audit Committee;
- (ii) Following review of the Audited Statements for both H.E.C.F.I. and the Hamilton Performing Arts Foundation Inc. it was recommended that the Chief Executive Officer review the following areas and present recommendations for improvement separately for each item to the Finance and Administration Committee:
 - a) Budget Worksheets;
 - b) Reserves;
 - c) Innovative Programming;
 - d) Promotions and Co-Promotions;

- e) Special Events Subsidy Fund;
- f) Growth in Corporate Expenditures which are Twice the Rate of Regular Expenditures;
- g) Growth and Revenue which were below the Inflation Rate;
- h) The Cost of Doing Business at Hamilton Place (spending more and getting less);
- i) Hamilton Place Scholarship Fund.

W. McFarland

Mr. W. McFarland, Chairman

pb

Patricia Bennett

Patricia Bennett, Secretary

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

FINANCIAL STATEMENTS

DECEMBER 31, 1989

DRAFT

FOR
DISCUSSION ONLY

AUDITORS' REPORT

To the Board Members of
The Hamilton Entertainment and
Convention Facilities Inc.,
Members of Council, Inhabitants
and Ratepayers of the Corporation
of the City of Hamilton

We have examined the balance sheet of The Hamilton Entertainment and Convention Facilities Inc. as at December 31, 1989 and the statement of revenue and expenditure for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the corporation as at December 31, 1989 and the results of its operations for the year then ended in accordance with the accounting principles disclosed in note 1 to the financial statements applied on a basis consistent with that of the preceding year.

Hamilton, Canada
March 7, 1990

CHARTERED ACCOUNTANTS

DRAFT

FOR
DISCUSSION ONLY

BALANCE SHEET

DECEMBER 31, 1989

A S S E T S

	1989	1988
CURRENT		
Imprest funds	\$ 19,800	\$ 16,800
Cash in bank	136,957	22,731
Accounts receivable	777,134	471,053
Due from City of Hamilton	184,695	228,564
Inventories (note 2)	79,237	75,888
Prepaid expenses	41,011	26,520
Deferred charges on future shows	27,413	15,025
	<u>\$ 1,266,247</u>	<u>\$ 856,581</u>

L I A B I L I T I E S A N D R E S E R V E S

CURRENT		
Accounts payable and accruals	\$ 533,194	\$ 344,494
Advance ticket sales	481,966	223,798
Deposits on future rentals	127,781	153,140
Unredeemed gift certificates	122,450	114,055
	<u>1,265,391</u>	<u>835,487</u>
RESERVE FOR INNOVATIVE PROGRAMMING (note 3)	<u>856</u>	<u>21,094</u>
	<u>\$ 1,266,247</u>	<u>\$ 856,581</u>

APPROVED ON BEHALF OF THE BOARD

DIRECTOR_____
DIRECTOR

DRAFT

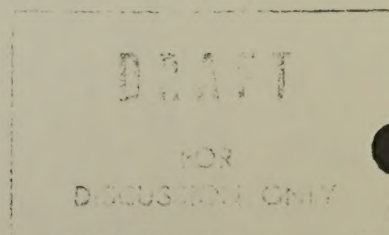
FOR
DISCUSSION ONLY

See accompanying Notes to the Financial Statements

STATEMENT OF REVENUE AND EXPENDITURE

FOR THE YEAR ENDED DECEMBER 31, 1989

	1989	1988
REVENUE		
Food, beverage and concessions	\$ 3,228,306	\$ 2,726,350
Rentals, licence fees and show revenue	1,478,998	2,028,711
Recoveries	1,629,270	1,311,242
Box office	425,479	473,545
Other	428,195	503,157
	<u>7,190,248</u>	<u>7,043,005</u>
EXPENDITURE		
Operations	2,569,732	2,168,945
Food and beverage	2,424,583	2,036,985
Administration	1,784,562	1,757,347
Maintenance	1,278,974	1,324,496
Marketing and promotion	1,147,797	1,002,230
Box office	449,836	409,844
	<u>9,655,484</u>	<u>8,699,847</u>
EXCESS OF EXPENDITURE OVER REVENUE FROM OPERATIONS	<u>2,465,236</u>	<u>1,656,842</u>
CONTRIBUTION FROM THE CITY OF HAMILTON		
Surplus prior year		49,000
Contribution current year	<u>2,465,320</u>	<u>2,396,960</u>
	<u>2,465,320</u>	<u>2,445,960</u>
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR (note 4)	<u>\$ 84</u>	<u>\$ 789,118</u>



NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1989

1. SIGNIFICANT ACCOUNTING POLICIES

The corporation follows accounting principles appropriate for a municipal organization. The more significant of these accounting policies are summarized below.

(a) Rentals, Licence Fees and Show Revenue

Rentals, licence fees and show revenue comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the corporation acts as a promoter or co-promoter on shows.

Revenue excludes the capital improvement ticket surcharge.

(b) Inventories

Inventories are valued at the lower of cost, measured on a first-in, first-out basis, and replacement value.

(c) Fixed Assets and Depreciation

The land, buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. are owned by The Corporation of the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenditures occur, or to a capital projects reserve fund established for the purchase of fixed assets and maintained by the City of Hamilton on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(d) Reserves

Appropriations for reserves, if any, are included as expenditures. Payments relating to the functional purpose of the reserves are charged directly to the reserves.

The accompanying financial statements do not include the activities of two related corporations, The Hamilton Performing Arts Foundation Inc. and The Hamilton Arena/Trade Centre Foundation Inc.

2. INVENTORIES

Inventories consist of liquor, beer, wine, food, soft drinks and tobacco supplies.

DRAFT

FOR
DISCUSSION ONLY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1989

- 2 -

3. CONTINUITY OF RESERVE FOR INNOVATIVE PROGRAMMING

	1989	1988
Balance - Beginning of year	\$ 21,094	\$ 35,000
Deduct charges during the year	<u>20,238</u>	<u>13,906</u>
Balance - End of year	<u>\$ 856</u>	<u>\$ 21,094</u>

4. TRANSFER TO THE CITY OF HAMILTON

At the end of the year \$ 84 (1988 - \$ 789,118), the excess of revenue over expenditures for the year was returned to the City of Hamilton. The amount has been allocated to the Reserve fund for Capital Projects (note 5).

5. OTHER RESERVE FUNDS

The following reserve funds have been set aside by City Council on behalf of The Hamilton Entertainment and Convention Facilities Inc.

(a) Capital Improvement Surcharge Fund

The Hamilton Entertainment and Convention Facilities Inc. levies a patron surcharge on ticket admissions to Hamilton Place. Receipts from this surcharge are transferred quarterly to the City of Hamilton and recorded in the Hamilton Place ticket surcharge reserve fund account. The funds in this account are utilized for capital improvements to Hamilton Place. The continuity of this fund is summarized as:

	1989	1988
Balance - Beginning of year	\$ 328,381	\$ 256,147
Receipts during the year	112,825	87,021
Interest earned during the year	<u>44,813</u>	<u>23,580</u>
Carried forward	486,019	366,748

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FOR
DISCUSSION ONLY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1989

- 3 -

	1989	1988
Brought forward	\$ 486,019	\$ 366,748
Payments made in year		
Stage draperies for the Great Hall		(29,667)
Design concept for a marquee	(45,418)	(8,700)
Refurbishing and insulating Studio Theatre Floor	(5,145)	
Purchase of set vellums	(761)	
Balance - End of year	<u>\$ 434,695</u>	<u>\$ 328,381</u>

The following commitments have been approved by the Board of Directors and will be charged against the fund in the year of acquisition:

New doors for Piano Nobile Lounge	\$ 7,650	\$
Hot water tank for Hamilton Place	13,371	
Balance of purchase order remaining on refurbishing and insulating Studio Theatre floor		5,120
	<u>\$ 21,021</u>	<u>\$ 5,120</u>

(b) Fund for Capital Projects

This reserve fund and the interest earned thereon is used primarily to finance major building repairs, purchase of equipment or replacement thereof. The continuity of this fund is summarized as:

Balance - Beginning of year	\$ 3,035,166	\$ 2,165,380
Interest earned during the year	305,261	195,117
Surplus transferred from The Hamilton Entertainment and Convention Facilities Inc.	84	789,118
Miscellaneous	180	4,411
Funds transferred to the capital fund in respect of approved capital projects	(2,071,640)	(118,860)
Balance - End of year	<u>\$ 1,269,051</u>	<u>\$ 3,035,166</u>

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FOR
DISCUSSION ONLY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1989

- 4 -

(c) Special Events Subsidy Fund

This reserve and interest earned thereon is used primarily to attract events to the facilities operated by The Hamilton Entertainment and Convention Facilities Inc. The continuity of this fund is summarized as:

Balance - Beginning of year	\$ 170,316	\$ 318,225
Interest earned during the year	15,976	23,998
Payments made in the year		
Parking fee reductions		(30,563)
Event subsidies	(121,237)	(141,344)
	<u> </u>	<u> </u>
Balance - End of year	\$ 65,055	\$ 170,316
	<u> </u>	<u> </u>

As of December 31, 1989, the Board of Directors has approved event subsidy commitments of \$ 45,478 for 1990.

6. SEGMENTED INFORMATION

The Hamilton Entertainment and Convention Facilities Inc. was incorporated without share capital under the laws of Ontario by the City of Hamilton to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade centre and arena)
Hamilton Convention Centre
Hamilton Place (a theatre-auditorium)

The financial results by division are summarized on page 7 to these financial statements.

7. OTHER FINANCIAL INFORMATION

At December 31, 1989, The Corporation of the City of Hamilton has outstanding long-term debt of \$ 17,923,516 (1988 - \$ 19,112,274) which was incurred to acquire the buildings and original equipment of The Hamilton Entertainment and Convention Facilities Inc. The Corporation of the City of Hamilton's interest and principal repayments on this debt for 1989 were \$ 2,191,388 (1988 - \$ 2,311,373) and \$ 1,857,791 (1988 - \$ 1,768,406) respectively.

In addition, The Corporation of the City of Hamilton incurred estimated utility charges of \$ 772,000 (1988 - \$ 755,000) related to the operations of The Hamilton Entertainment and Convention Facilities Inc.

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FOR
DISCUSSION ONLY

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

SCHEDULE OF FINANCIAL RESULTS BY DIVISION

FOR THE YEAR ENDED DECEMBER 31, 1989

	Copps Coliseum		Hamilton Convention Centre		Hamilton Place		Corporate			Total
	1989	1988	1989	1988	1989	1988	1989	1988	1989	1988
Revenue										
	\$ 1,458,485	\$ 2,128,909	\$ 3,754,033	\$ 2,959,866	\$ 1,416,465	\$ 1,321,439	\$ 561,265	\$ 632,791	\$ 7,190,248	\$ 7,043,005
Expenditure	<u>1,826,350</u>	<u>1,897,381</u>	<u>3,504,654</u>	<u>3,170,283</u>	<u>2,394,476</u>	<u>1,911,308</u>	<u>1,930,004</u>	<u>1,720,875</u>	<u>9,655,484</u>	<u>8,699,847</u>
Excess of revenue (expenditure) from operations	(367,865)	231,528	249,379	(210,417)	(978,011)	(589,869)	(1,368,739)	(1,088,084)	(2,465,236)	(1,656,842)
Contribution from City of Hamilton	<u>(64,650)</u>	<u>105,670</u>	<u>356,870</u>	<u>465,620</u>	<u>656,110</u>	<u>576,790</u>	<u>1,516,990</u>	<u>1,297,880</u>	<u>2,465,320</u>	<u>2,445,960</u>
Excess of revenue (expenditure)	<u>\$ (432,515)</u>	<u>\$ 337,198</u>	<u>\$ 606,249</u>	<u>\$ 255,203</u>	<u>\$ (321,901)</u>	<u>\$ (13,079)</u>	<u>\$ 148,251</u>	<u>\$ 209,796</u>	<u>\$ 84</u>	<u>\$ 789,118</u>

The Corporate Division is comprised of the Marketing Services Department and the Finance and Administration Department, which includes the Box Office and related fees.

THE HAMILTON PERFORMING ARTS
FOUNDATION INC.

FINANCIAL STATEMENTS

DECEMBER 31, 1989

DRAFT

FOR
DISCUSSION ONLY

AUDITORS' REPORT

To the Directors of The Hamilton
Performing Arts Foundation Inc.

We have examined the balance sheet of The Hamilton Performing Arts Foundation Inc. as at December 31, 1989 and the statements of revenue and expenditure and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the Foundation as at December 31, 1989 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Hamilton, Canada
March 9, 1990

CHARTERED ACCOUNTANTS

DRAFT

FOR
DISCUSSION ONLY

BALANCE SHEET

DECEMBER 31, 1989

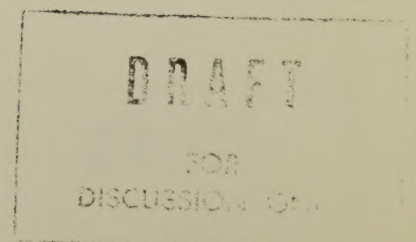
A S S E T S

	1989	1988
OPERATING FUND		
Cash in bank	\$ 105	\$ 105
Short-term deposit	1,890	1,729
	<u>1,995</u>	<u>1,834</u>
SCHOLARSHIP FUND		
Short-term deposit	16,869	15,432
	<u>\$ 18,864</u>	<u>\$ 17,266</u>

F U N D B A L A N C E

FUND BALANCE		
Operating	\$ 1,995	\$ 1,834
Scholarship	16,869	15,432
	<u>\$ 18,864</u>	<u>\$ 17,266</u>

APPROVED ON BEHALF OF THE BOARD

DIRECTOR_____
DIRECTOR

STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - OPERATING FUND

FOR THE YEAR ENDED DECEMBER 31, 1989

	1989	1988
INTEREST REVENUE	\$ 161	\$ 124
EXPENDITURE		
Miscellaneous	<u> </u>	<u>25</u>
EXCESS OF REVENUE OVER EXPENDITURE FOR THE YEAR	161	99
FUND BALANCE - Beginning of year	<u>1,834</u>	<u>1,735</u>
FUND BALANCE - End of year	<u><u>\$ 1,995</u></u>	<u><u>\$ 1,834</u></u>

DRAFT

FOR
DISCUSSION ONLY

STATEMENT OF REVENUE AND EXPENDITURE AND FUND BALANCE - SCHOLARSHIP FUND

FOR THE YEAR ENDED DECEMBER 31, 1989

	1989	1988
REVENUE		
Share of profit from co-promotions with the Hamilton Entertainment and Convention Facilities Inc.	\$ 1,437	\$ 10,000
Interest		703
Donation		200
	<u>1,437</u>	<u>10,903</u>
EXPENDITURE		
Performing Arts Scholarship Andre Gingras		500
EXCESS OF REVENUE FOR THE YEAR	1,437	10,403
FUND BALANCE - Beginning of year	<u>15,432</u>	<u>5,029</u>
FUND BALANCE - End of year	\$ <u><u>16,869</u></u>	\$ <u><u>15,432</u></u>

DRAFT

FOR
DISCUSSION ONLY

NOTE TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1989

SIGNIFICANT ACCOUNTING POLICIES

The Foundation follows accounting principles for non-profit organizations generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

- (a) Revenue and expenditures for the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.
- (c) Interest income is allocated to the operating and scholarship funds based upon each fund's proportionate share of the short-term deposit.

DRAFT

FOR
DISCUSSION ONLY

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1950

TO THE HONORABLE CHAIRMAN OF THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF CHICAGO

SIR:

I have the honor to acknowledge the receipt of your letter of the 14th inst. and in reply to inform you that the same has been forwarded to the appropriate authorities for their consideration.

I am, Sir, very respectfully,
Yours truly,
[Signature]

1950

5.5.1

Audit Committee Minutes of October 3, 1989

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT COMMITTEE MEETING

Tuesday, October 3, 1989
12:00 Noon
Copps Coliseum
Hamilton Room

MINUTES

PRESENT: Mr. Wm. Tidball, Chairman
Ald. J. Gallagher
Mr. W. McFarland

ALSO

PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. R. DiFilippo
Mr. T. Burrows
Mr. J. Crane
Mr. S. Dockman
Mrs. J. Mills, Secretary

GUEST: Mr. M. Collyer, Pannell, Kerr
MacGillivray

1. Chairman's Remarks

The Chairman called the meeting to order, at 12:20 p.m. and welcomed Mr. M. Collyer of Pannell, Kerr, MacGillivray. The Chairman stated that Mr. McFarland and Mr. Collyer were to discuss an extensive audit and Mr. Collyer has replied by correspondence included in this agenda. The HECFI Executive Committee recommended that HECFI go through a full and comprehensive audit and the HECFI Board referred it to this Committee.

2. Minutes of Previous Meeting

It was

MOVED by Alderman Gallagher, seconded by Mr. McFarland

THAT THE MARCH 31, 1989 AUDIT COMMITTEE MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. HECFI Audit

Mr. Collyer advised the Committee that a comprehensive audit, as opposed to a financial audit, addresses whether a program is being run efficiently and effectively and there are a number of ways this can be achieved. Measurements are brought into place to measure the efficiency and effectiveness and then you proceed to audit those measures. If there are no measures in place, you then try to collect data to answer the questions. Management may decide on the efficiency and effectiveness and set measurements, and the comprehensive audit becomes an independent one to see if it's working. This is the least expensive and the most beneficial way. Or the Board may determine the efficiency and effectiveness and management collects data on this.

When Mr. Collyer was asked how it would be determined if an area within the organization was overstaffed, Mr. Collyer replied that in a financial audit, the auditor makes sure that people are paid properly, etc. To measure if an area was overstaffed, it would be through units of production, determining the comparable statistics, etc. E.g. at the Hamilton Convention Centre: what are the variable statistics for Hamilton Convention Centre re food supply; develop your own measurement re cost per meal served, etc. and compare to industry standard. Sometimes there are no external measurements and so you need to develop your own.

Alderman Gallagher read the definition of comprehensive audit:

"A comprehensive audit is an examination that provides an objective and constructive assessment of the extent to which:

- financial, human and physical resources are managed with due regard to economy, efficiency and effectiveness; and
- accountability relationships are reasonably served.

The comprehensive audit examines both financial and management controls, including information systems and reporting practices, and recommends improvements where appropriate."

Alderman Gallagher outlined the benefits of a comprehensive audit and the reporting process utilized to achieve optimum results in building a better organization.

The Secretary was requested to order copies of two handbooks for all Members of the HECFI Board and Directors of HECFI: "Comprehensive Auditing", Canadian Comprehensive Auditing Foundation; and the Summary Report on "Reporting and Auditing Effectiveness in the Public Sector".

Mr. McFarland expressed the need for Terms of Reference to be drafted for a comprehensive audit and that it was for that reason that he referred the item back to the Audit Committee from the Board. He stated that while he was not opposed to a comprehensive audit for HECFI, it is necessary to identify the specific direction one would take, identify the areas to be proceeded with and the results that are to be achieved.

Alderman Gallagher advised that the City's Finance Committee will meet during the next two weeks and will be drafting Terms of Reference for a Comprehensive Audit. He stated that if HECFI were included, a comprehensive audit for HECFI would be funded by the City and HECFI would follow under their Terms of Reference. Alderman Gallagher commented further that the resolution that will be coming forward refers to all departments, authorities and local boards be subject to a comprehensive audit.

When asked whether you need specific terms of reference in a comprehensive audit, Mr. Collyer stated that you do, and then it should be scoped accordingly. Determine areas of concern within the organization and then staff a team with experts in whatever area desirable, e.g. an expert in theatre management, convention management, computers, human resources if concerned with personnel. This may be very costly, as Mr. Collyer pointed out. He stated further that municipal work is unique in that there is a greater sensitivity and feel towards the organization because of the size, and therefore areas of concern can be isolated readily.

Mr. McFarland indicated that we have a responsibility to develop Terms of Reference for a comprehensive audit, and identify why HECFI needs a comprehensive audit: state reasons. If there is a comprehensive audit performed, the format should be clearly identified. The results of such an audit will go to the City but HECFI Board has a responsibility to direct the comprehensive audit.

Mr. Collyer was asked to outline any detriments of a comprehensive audit. He stated that firstly, there could be a unsatisfactory job done which results in wrong information/data; secondly, the findings could be embarrassing with dangerous ramifications especially with the public and media.

Alderman Gallagher reiterated the positive side of a comprehensive audit and stated further that the audit would start with the HECFI Board and its efficiency, and that all of HECFI would be included, no exceptions.

Mr. McFarland requested that the Committee meet again to discuss a comprehensive audit, terms of reference, and the need for a comprehensive audit.

It was agreed that Mr. Gabe Macaluso, Managing Director/CEO and Mr. John A. Leuser, Director of Finance and Administration, in consultation with Alderman John Gallagher and Mr. Webb McFarland, develop a draft Terms of Reference for the Comprehensive Audit and outline the need for a comprehensive audit; and that a special meeting of the Audit Committee be called to address same.

The Committee discussed the letter of March 31, 1989 from Pannell Kerr MacGillivray, as a sample letter which gives a report on internal controls, etc. The Committee requested that in the future, HECFI receive the long form type of report on internal controls.

4. Adjournment

MOVED by Ald. Gallagher, seconded by Mr. McFarland

THAT THE MEETING BE ADJOURNED. (1:30 P.M.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

Wm. J. Tidball, Chairman

Joan Mills, Secretary

6.1

Ban on Smoking : H.E.C.F.I. Facilities



Dominic Agostino

**Alderman — Ward 5
Regional Councillor**

City Hall, 71 Main Street West
Hamilton, Ontario L8N 3T4
Tel. 546-2730 • Res. 574-0179
Fax 546-2095



1990 March 29

John Gallagher, Chairman,
Hamilton Entertainment
Convention Facilities, Inc.,
and H.E.C.F.I., Board Members

Dear Mr. Gallagher:

Over the past few months I have had complaints from patrons attending events at Copps Coliseum, Hamilton Place and the Hamilton Convention Centre regarding smoking.

I believe that in this day and age, concern regarding the effects of second hand smoking, the time has come for H.E.C.F.I., to take a leadership role to enact what I believe is a bold step which will show we are serious about protecting the health of all our patrons by enacting a total ban on smoking in our facilities.

I would appreciate it if you would place this item on the next agenda of the H.E.C.F.I., Board meeting. I think this move is long overdue.

Yours sincerely,

Dominic Agostino, Alderman,
Ward 5

DA:tb

c.c. Mr. G. Macaluso,
Managing Director/CEO
H.E.C.F.I.

✓ Ms. P. Bennett

Dominic Agostino

Address — 1944

Regional Director

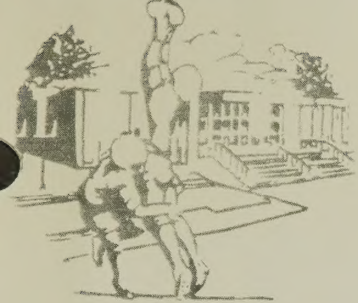
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6.2 Canadian Football Hall of Fame Induction Dinner :
October 20, 1990



CANADIAN FOOTBALL HALL OF FAME INDUCTION COMMITTEE

58 JACKSON STREET WEST, HAMILTON, ONTARIO L8P 1L4 PHONE 528-7566

April 2, 1990

Mr. Gabe Macaluso
HECFI
101 York Boulevard
Hamilton, Ontario
L8R 3K1

Dear Mr. Macaluso:

On Saturday, October 20, we are holding our 18th annual Induction Dinner for the Canadian Football Hall of Fame at the Hamilton Convention Centre.

Why are we writing to you so early? The answer is, so that when you are putting your budget together for this year, you can plan for a table at our Dinner. The cost this year is only slightly higher at \$60.00 per ticket or \$600.00 per table.

The Selection Committee has not made their selection of this year's Inductees to date. You can be sure, however, that they will be men who deserve this great honour. For those of you who participate in our Golf Tournament at Kings Forest Golf Course, it will be held on Friday, October 19. Reservations for that event will have to be made early as well.

Doug Mitchell, the former Commissioner of the C.F.L. made this statement about the Induction weekend held in Hamilton. He said "Next to the Grey Cup, the Induction Dinner is the greatest football event held in Canada". We appreciate this statement that Doug made about our activities and want you, as one of our supporters, to know that we will keep our endeavours up to the high standards we have already set for ourselves. Please let us know your ticket requirements as soon as possible by calling the Canadian Football Hall of Fame & Museum at 528-7566, or by writing to the above address. As soon as we receive your call or letter, we will make the necessary arrangements to immediately reserve your tickets or table in your name.

Yours sincerely,

Reg Wheeler

Chairman, Induction Committee



6.3

Concert Policy for Copps Coliseum



McMASTER UNIVERSITY

1280 Main Street West
Hamilton, Ontario, Canada L8S 4M4

Telephone (416) 525-9140 Ext.
Telefax 527-0100

Faculty of Business

M E M O R A N D U M

DATE: April 11, 1990

TO: Gabe Macaluso

FROM: Marvin Ryder

RE: Concert Policy for Copps Coliseum

The recent concert activity at Copps Coliseum is wonderful to see and everyone who has worked to make this possible should be congratulated. However, I wonder if we need to discuss either at a Board level or Committee level the need for a policy to cover juvenile concert-goers.

You might recall that at the "New Kids On The Block" concert, several of the concert-goers were under 10 years of age. Worse, some of these juveniles were unaccompanied by either a parent or guardian. In talking to staff, I discovered that there had been several instances when these juveniles became upset or frightened by the new experience of a rock concert. Parents, who waited in our "Parent's Room," were asked to comfort their children and, in some cases, were allowed to sit with them for the remainder of the show. In other cases, with no parent or guardian in attendance, our staff filled in as best they could.

It is obvious to me that seven and eight year old children should not be allowed to attend a concert without some form of supervision. After all, a rock concert is not the same as a theatrical showing of "Bambi." Still, I am not sure how we draft and enforce a policy concerning supervision. It really should be common sense for parents but obviously, from our experiences, is not. As we may have more concerts with groups appealing to the same juvenile age range, we should address this issue soon.

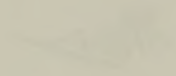


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The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, and is being furnished to you for your information.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, and is being furnished to you for your information.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, and is being furnished to you for your information.

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URBAN/MUNICIPAL

Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

URBAN MUNICIPAL

MAY 23 1990

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

GOVERNMENT DOCUMENTS

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, May 18, 1990

8:00 A.M.

HAMILTON CONVENTION CENTRE
Room 314

ORDER OF BUSINESS
REGULAR AGENDA

DECLARATION OF CONFLICT OF INTEREST

Opening Remarks

Correspondence

Nil

Regular Minutes of April 20, 1990

Attachment 3

3.1 Errors or Omissions

3.2 Motion to Approve

Business Arising From the Minutes

4.1 Public Smoking : H.E.C.F.I. Facilities

Attachment 4.1

4.2 China Trip Report : Mr. T. Burrows

Attachment 4.2

Committee Reports/Minutes

5.1 Finance and Administration First Report

Attachment 5.1

5.1.1 Executive Committee Minutes of
April 11, 1990

Attachment 5.1.1

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**Regular Agenda
May 18, 1990
Page Two**

- | | | |
|-------|---|------------------|
| 5.2 | Hamilton Convention Centre Committee
Fourth Report | Attachment 5.2 |
| 5.2.1 | Hamilton Convention Centre Committee
Minutes of March 20, 1990 | Attachment 5.2.1 |
| 5.3 | Hamilton Place Committee Fourth Report | Attachment 5.3 |
| 5.3.1 | Hamilton Place Committee Minutes
of March 22, 1990 | Attachment 5.3.1 |

New Business

Other Business

Date of Next Meeting

June 15, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

Adjournment

May 14, 1990
Patricia Bennett
Secretary to the Board of Directors

OUTSTANDING BUSINESS

RECEIVED
JUN 10 1964
FBI - NEW YORK

TO DIRECTOR, FBI (100-374301)
FROM SAC, NEW YORK (100-374301) (P)
SUBJECT: [Illegible]
RE: [Illegible]

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NY 100-374301

2. Correspondence

- 2.1 Correspondence from Mr. D. Brocker, General Manager of the Royal Connaught
- 2.2 Memorandum from the City's Finance and Administration Committee



March 5, 1990

RECEIVED MAR - 6 1990

Mr. Gabe Macaluso
Managing Director/CEO
HAMILTON ENTERTAINMENT CONVENTION
FACILITIES INC. (H.E.C.F.I.)
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Dear Gabe:

Over the past few weeks I have listened to many comments from various individuals, groups and even some local politicians in regards to WOMAN'S WORLD and the policy of H.E.C.F.I.

Yes, it is most unfortunate that alternate dates made available to WOMAN'S WORLD were not suitable. However, I find it hard to believe that this, according to Shirley Molot, is the only reason for the demise of this fine organization.

What most people, including some politicians, do not seem to understand is that the mandate of H.E.C.F.I., ie. all convention facilities are to attract and accommodate large outside conventions where the whole city and business community benefits, with local functions of any kind taken as a filler and should always be secondary.

We, as hotel operators, and in this context I am sure I can speak for all three hotels, depend on these large conventions to use our bedroom facilities and in fact, they are absolutely essential for our survival which becomes even more important with another hotel scheduled to open in July.

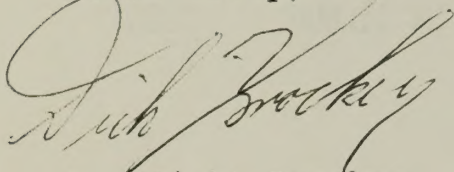
In the past year, we have spent in excess of \$2,000,000.00 to upgrade our facilities with special attention given to bedrooms as we are counting heavily on future large conventions coming to Hamilton.

The Royal Connaught Hotel employs approximately 200 Hamiltonians, and we are also a substantial taxpayer, not subsidized by either the City or Region. In order to continue our upgrade program, or for that matter to even stay in business, we need assurance of the support and committment of HECFI and City Council to promote

Hamilton to the outside world and make it the priority it should be.

I, as General Manager of the Royal Connaught, certainly support your decision which I feel was merely based on your mandate and I am sure, given the facts this support will be unanimous.

Yours truly,

A handwritten signature in cursive script, appearing to read "Dick Bocker".

D. (Dick) Bocker
General Manager

DB:kk

Corporation of the City of Hamilton

Memorandum

TO: Mrs. P. Bennett
Secretary, HECFI Board of Directors

YOUR FILE:

FROM: Mr. J. D. Thompson, Secretary
Finance & Administration Committee

OUR FILE:

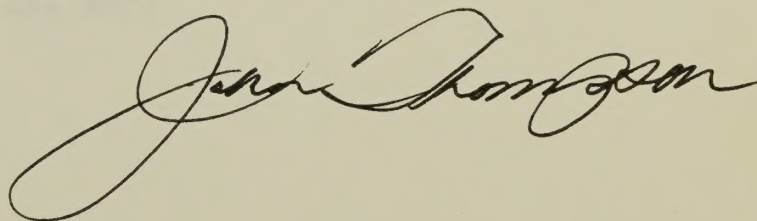
PHONE: 546-2747

SUBJECT: BUDGET DELIBERATIONS

DATE: 1990 March 28

At its Special Budget Review Meeting on 1990 February 23, Alderman John Gallagher informed the Finance and Administration Committee that H.E.C.F.I. Board of Directors recently adopted a policy statement to make every effort to reduce its operating deficit by 15% each year to ultimately eliminate the City's contribution.

The Finance and Administration Committee wish to commend the Board of Directors for setting this goal and offer every encouragement to continue in their efforts to reduce the deficit.



JT/bc

c.c. Alderman B. Hinkley, Chairman, Finance and Administration Committee
Alderman J. Gallagher, Chairman, H.E.C.F.I. Board of Directors
Mr. G. Macaluso, Managing Director/C.E.O., H.E.C.F.I.

3. Regular Minutes of March 16, 1990

- 3.1 Errors or Omissions
- 3.2 Motion to Approve

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, March 16, 1990
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314**

REGULAR MINUTES

PRESENT: Alderman J. Gallagher, Chairman
Alderman D. Agostino, Second
Vice Chairman
Mayor R. Morrow
Alderman W. McCulloch
Alderman H. Merling
Alderman T. Jackson
Alderman D. Drury
Mr. N. Levitt
Mr. W. Tidball
Ms. A. VanDuzer
Mr. M. Ryder

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. J. Crane
Mr. B. Snetsinger
Mr. S. Dockman
Ms. P. Bennett

REGRETS: Mr. F. DeNardis
Mr. W. McFarland
Mr. G. Kwiatowski
Alderman T. Murray
Mr. G. Macaluso

MEDIA: Mr. J. Burns, C.H.M.L.
Mr. M. Murphy, C.H.C.H.
Mr. K. Peters, The Spectator
Ms. A. Pescod, C.K.O.C.

1. Opening Remarks

The Chairman called the meeting to order at 8:25 a.m.

Alderman Gallagher aired a tape recording of the interview between Alderman Agostino and Ms. Pescod of C.K.O.C. in respect of Woman's World. A lengthy discussion took place during which Alderman Agostino detailed the chronology of events in respect of the invoicing of Woman's World and moved (seconded by Alderman Jackson) that the Board of Directors direct a letter of apology to Mrs. S. Molot, Director of Woman's World. Alderman Agostino maintained that the public perception (because of media coverage) is that the organizers of Woman's World were not paying their bills; and that because Mrs. Molot had not had communication from H.E.C.F.I. after November 28, 1989 in respect of the outstanding invoice, H.E.C.F.I. should formally apologise. Board Members did not concur stating that H.E.C.F.I. was not responsible for the media coverage; that management nor the Board discriminated in any way against the event. Mr. Ryder suggested an amendment to the original motion; that a letter clarifying H.E.C.F.I.'s position be forwarded to Mrs. Molot. It was

MOVED by Alderman Agostino, seconded by Alderman Jackson, amended by Mr. Ryder that

A LETTER OF CLARIFICATION REGARDING THE FINALIZING OF ACCOUNTS BE DIRECTED TO SHIRLEY MOLOT, DIRECTOR OF WOMAN'S WORLD.

MOTION CARRIED. Alderman McCulloch, Merling, Gallagher, Drury and Mr. Tidball opposed the motion.

Alderman McCulloch directed that it be noted in the letter that he did not want to be associated with the correspondence. Aldermen Merling, Gallagher, Drury and Mr. Tidball also directed that their names be noted on the correspondence.

The Board directed the Director of Finance and Administration to present a report outlining H.E.C.F.I. procedures in respect of invoicing/payment of accounts.

2. Correspondence

Nil

3. Regular Minutes of February 16, 1990

MOVED by Mr. Ryder, seconded by Mr. Tidball that

THE REGULAR MINUTES OF FEBRUARY 16, 1990 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

MOVED by Alderman Drury, seconded by Alderman Jackson that

MR. BURROWS' REPORT REGARDING THE CHINA TRIP BE RECEIVED

MOTION CARRIED.

Mr. Burrows was requested to present to the next meeting of the Board, a supplementary report outlining his recommendations for pursuing the contacts made in China and the manner in which H.E.C.F.I. might benefit.

5. Committee Reports/Minutes

5.1 Executive Committee Second Report

MOVED by Mr. Tidball, seconded by Alderman Agostino that

THE EXECUTIVE COMMITTEE SECOND REPORT OF 1990 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT H.E.C.F.I. PURCHASE TEN TICKETS AT A COST OF \$1,000. TO THE FESTITALIA CORPORATION FUND RAISING GALA DINNER SCHEDULED TO TAKE PLACE JUNE 1, 1990.

THAT MESSRS. W. MCFARLAND, M. RYDER AND MRS. M. DOW BE APPOINTED TO THE AUDIT COMMITTEE; and

THAT MR. W. MCFARLAND BE APPOINTED AS CHAIRMAN OF THE AUDIT COMMITTEE.

THAT THE RECOMMENDATION IN RESPECT OF PHOTOGRAPHY REPRODUCTION AND FRAMING OF THE 1989 H.E.C.F.I. BOARD MEMBERS BE TABLED.

THAT THE PROPOSAL SUBMITTED BY ENGINEERING INTERFACE LTD., NORTH YORK FOR THE PROVISION OF ENGINEERING SERVICES (design, tendering, supervision of installation) AND COMMISSIONING NECESSARY TO RETROFIT THE THERMAL STORAGE FACILITIES AT THE C.U.P. AT A COST NOT TO EXCEED \$15,000. BE ACCEPTED; and

THAT H.E.C.F.I. MAKE APPLICATION TO THE THERMAL STORAGE RETROFIT PROGRAMME OFFERED BY ONTARIO HYDRO FOR A CONTRIBUTION OF FIFTY PERCENT (50%) TOWARDS THE COST OF THE AFOREMENTIONED ENGINEERING DESIGN; and

THAT THIS PROJECT BE FINANCED FROM THE C.U.P. RESERVE FOR CAPITAL PROJECTS.

THAT CITY FUNDED ARTS ORGANIZATIONS HAVE ACCESS TO THE HAMILTON PLACE AND COPPS COLISEUM MARQUEES AT NORMAL RATES TO PROMOTE THEIR PROGRAMS.

THAT THE AMOUNT OF \$500. BE DONATED FROM THE H.E.C.F.I. SPECIAL EVENTS SUBSIDY FUND TOWARDS THE SPECIAL EVENT TO BE HELD IN THE STUDIO THEATRE IN CONJUNCTION WITH THE NATIONAL AWARENESS WEEK; and

THAT THE FOREGOING BE SUBJECT TO THE FACILITY'S CAPABILITY TO MEET ALL GUIDELINES FOR ACCESSIBILITY OF THE DISABLED/HANDICAPPED.

MOTION CARRIED.

The following items were received for information:

- (i) Consolidated Unaudited Operating Results for the Twelve Month Period Ended December 31, 1989 for HECFI and CUP;
- (ii) Committee Reports for Copps Coliseum, Hamilton Place and Hamilton Convention Centre;
- (iii) Marketing Services Report.

5.1.1 Executive Committee Minutes of February 5,
1990 : Capital Budget

MOVED by Alderman McCulloch, seconded by Ms. VanDuzer
that

**THE EXECUTIVE COMMITTEE MINUTES OF FEBRUARY 5, 1990
REGARDING THE CAPITAL BUDGET BE RECEIVED.**

MOTION CARRIED.

5.1.2 Executive Committee Minutes of February 5,
1990 : Operating Budget : HCC

MOVED by Alderman McCulloch, seconded by Ms. VanDuzer
that

**THE EXECUTIVE COMMITTEE MINUTES OF FEBRUARY 5, 1990
REGARDING THE HCC OPERATING BUDGET BE RECEIVED.**

MOTION CARRIED.

5.1.3 Executive Committee Minutes of February 7,
1990

MOVED by Alderman McCulloch, seconded by Ms. VanDuzer
that

**THE EXECUTIVE COMMITTEE MINUTES OF FEBRUARY 7, 1990 BE
RECEIVED.**

MOTION CARRIED.

5.2 Copps Coliseum Committee Second Report

MOVED by Alderman Merling, seconded by Alderman Jackson
that

**THE COPPS COLISEUM COMMITTEE SECOND REPORT BE APPROVED
AND THE FOLLOWING RECOMMENDATIONS ENDORSED:**

THAT THE PROPOSAL SUBMITTED BY ENGINEERING INTERFACE LTD., NORTH YORK FOR THE PROVISION OF ENGINEERING SERVICES (design, tendering, supervision of installation) AND COMMISSIONING NECESSARY TO RETROFIT THE THERMAL STORAGE FACILITIES AT THE C.U.P. AT A COST NOT TO EXCEED \$15,000. BE ACCEPTED; and

THAT H.E.C.F.I. MAKE APPLICATION TO THE THERMAL STORAGE RETROFIT PROGRAMME OFFERED BY ONTARIO HYDRO FOR A CONTRIBUTION OF FIFTY PERCENT (50%) TOWARDS THE COST OF THE AFOREMENTIONED ENGINEERING DESIGN; and

THAT H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE REQUEST BY THE HAMILTON BRIER 1991 INC. TO USE THE HAMILTON ROOM FROM FEBRUARY 28, 1991 TO MARCH 10, 1991 BE DENIED BUT THAT ALTERNATIVES BE SUGGESTED.

MOTION CARRIED.

MOVED by Mr. Tidball, seconded by Ms. VanDuzer that

THE PHOTOGRAPHY REPRODUCTION AND FRAMING OF THE 1989 H.E.C.F.I. BOARD MEMBERS IN THE TOTAL AMOUNT OF \$3,521.34 BE DENIED.

MOTION CARRIED.

The following items were received for information:

- (i) Correspondence from the Lung Association expressing appreciation to management for flying the Cross of Lorraine flag during the Christmas Seal Campaign;
- (ii) Status Report on Confirmed Events/Performances March to June, 1990;
- (iii) Marketing Services Report;
- (iv) Comment Cards;
- (v) The Chairman apprised the Committee that he has had ongoing discussion with the L.L.B.O. and Shirley Collins, M.P.P. in respect of obtaining a liquor licence for Copps Coliseum.

5.2.1 Copps Coliseum Committee Minutes of January 24, 1990

MOVED by Alderman Merling, seconded by Alderman Jackson that

THE COPPS COLISEUM COMMITTEE MINUTES OF JANUARY 24, 1990 BE RECEIVED.

MOTION CARRIED.

5.2.2 Copps Coliseum Committee Minutes of February 6, 1990

MOVED by Alderman Merling, seconded by Alderman Jackson that

THE COPPS COLISEUM COMMITTEE MINUTES OF FEBRUARY 6, 1990 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Place Committee Second Report

MOVED by Alderman Merling, seconded by Ms. A. VanDuzer that

THAT THE HAMILTON PLACE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE HAMILTON PLACE RENTAL AND EVENT RATES REMAIN UNCHANGED FOR THE REMAINDER OF 1990; and

THAT RENTAL RATES FOR 1991 BE REVIEWED IN CONJUNCTION WITH THE DIRECTOR OF MARKETING AND SALES; and

THAT A REPORT BE PRESENTED TO THE COMMITTEE AT THE JUNE, 1990 MEETING.

THAT H.E.C.F.I. CONTINUE TO USE BOTH THE NAMES "HAMILTON PLACE" AND "HAMILTON PLACE THEATRE", AS WELL AS THE HAMILTON PLACE LOGO IN ALL PRINTED MATERIAL(S) AND ADVERTISEMENTS, AT ITS DISCRETION; and

THAT LEGAL COUNSEL BE REQUESTED TO ADVISE MR. C. R. HARRIS, LEGAL COUNSEL FOR THE HAMILTON THEATRE INC. OF THE ABOVE RECOMMENDATION.

THAT MANAGEMENT BE AUTHORIZED TO CONDUCT A COST BENEFIT ANALYSIS FOR THE ESTABLISHMENT OF A LICENCED PATIO LOCATED ADJACENT TO THE PIANO NOBILE.

Note: The Chairman of the Board urged prompt action in respect of the cost benefit analysis to be completed regarding the patio; should the analysis indicate that the patio could be cost efficient, it is hoped that management will have enough time to implement the new service in time for seasonal weather conditions.

MOTION CARRIED.

The following items were received for information:

- (i) The Director of Marketing and Sales will provide to the next Committee meeting a cost benefit analysis regarding the provision of Dinner Theatre Theme Nights at Hamilton Place in conjunction with West Side Story and/or CATS;
- (ii) Facility Director's Report;
- (iii) Marketing Services Report.

5.3.1 Hamilton Place Committee Minutes of January 25, 1990

MOVED by Alderman Merling, seconded by Alderman Drury that

THE HAMILTON PLACE COMMITTEE MINUTES OF JANUARY 25, 1990 BE RECEIVED.

MOTION CARRIED.

5.3.2 Hamilton Place Committee Minutes of February 2, 1990

MOVED by Alderman Merling, seconded by Alderman Drury that

THE HAMILTON PLACE COMMITTEE MINUTES OF FEBRUARY 2, 1990 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Convention Centre Second Report

MOVED by Mr. Tidball, seconded by Mr. Levitt that

THE HAMILTON CONVENTION CENTRE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT MANAGEMENT NOT PROCEED WITH THE RETENTION OF A CONSULTANT FOR INTERIOR AND EXTERIOR SIGNAGE AT THE CONVENTION CENTRE; and

THAT STAFF EXPLORE OTHER ALTERNATIVES, I.E. A CHANGEABLE, PROGRAMMABLE COMPUTER GENERATED MESSAGE AND INFORMATION SYSTEM FOR THE INTERIOR OF THE CONVENTION CENTRE.

THAT THE REQUEST BY THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 105 TO SERVE DONATED WINE AT ITS APRIL 6, 1990 DINNER, BE DENIED.

MOTION CARRIED.

The following items were received for information:

- (i) Correspondence;
- (ii) The Director of Marketing and Sales to review the Entertainment Resource list and to develop a covering letter stating that H.E.C.F.I. does not necessarily endorse the companies listed; to remove disk jockeys from the list and to ensure that the music community is made aware of the mechanism required for inclusion on the list;
- (iii) The Operations Manager's February 19, 1990 Report;

- (iv) the Report from the Events Manager in respect of the Annual convention of the Association for Convention Operations Management. The Committee directed the Operations Manager to review the report with the client Services Manager and to present recommendations, if any, as a result of having attended the convention;
- (v) A report regarding carpets will be presented to the next Committee meeting;
- (vi) In future, a summary of client evaluations will be circulated by the Director of Operations; copies will be made available at the Committee meetings;
- (vii) The Marketing Services Report.

5.4.1 Hamilton Convention Centre Committee Minutes of January 26, 1990

MOVED by Alderman Jackson, seconded by Mr. Ryder that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JANUARY 26, 1990 BE RECEIVED.

MOTION CARRIED.

- 6. New Business
- 7. Other Business
- 8. In-Camera Motions

THE IN-CAMERA SESSION BE CONVENED AT 9:30 A.M.

THE IN-CAMERA MINUTES OF FEBRUARY 16, 1990 BE APPROVED.

THE C.E.O. REVIEW THE OPERATION OF THE C.U.P. WITH THE VIEW OF RECOMMENDING THAT FULL JURISDICTION BE TRANSFERRED TO THE CITY OF HAMILTON.

THAT SUBJECT TO APPROVAL OF THE CEO'S REPORT, THE H.E.C.F.I. EXECUTIVE COMMITTEE BE DISBANDED AND ALL H.E.C.F.I. BYLAWS PERTAINING TO THE H.E.C.F.I. EXECUTIVE COMMITTEE BE REPEALED; and

THAT THREE NEW STANDING COMMITTEES REPORTING TO THE H.E.C.F.I. BOARD BE CREATED AS FOLLOWS:

- i) Finance and Administration;
- ii) Sales and Marketing;
- iii) Operations; and

THAT THE MANDATED MANDATORY COMMITTEES OF COPPS COLISEUM, HAMILTON CONVENTION CENTRE AND HAMILTON PLACE BE MAINTAINED; and

THAT THE CHIEF EXECUTIVE OFFICER COORDINATE AND DIRECT HIS STAFF TO REPORT TO THE BOARD THROUGH THE APPROPRIATE COMMITTEE; and

THAT THE COPPS COLISEUM, HAMILTON CONVENTION CENTRE AND HAMILTON PLACE COMMITTEES RECOMMEND TO THE BOARD, THE TERMS OF REFERENCE FOR THE PROPOSED FINANCE AND ADMINISTRATION, SALES AND MARKETING, AND OPERATIONS COMMITTEES.

THE CHAIRMEN AND VICE CHAIRMEN OF THE FINANCE AND ADMINISTRATION, SALES AND MARKETING, AND OPERATIONS COMMITTEES BE ELECTED BY A MAJORITY OF THE H.E.C.F.I. BOARD OF DIRECTORS.

THE JANUARY 25, 1990 CORRESPONDENCE FROM THE HAMILTON AND REGION ARTS COUNCIL IN RESPECT OF MR. ROBERT ELLISON'S EXECUTIVE MEMBERSHIP ON THAT BOARD BE TABLED; and

THAT THE ISSUE BE REFERRED TO THE CHIEF EXECUTIVE OFFICER AND THE DIRECTOR OF FINANCE AND ADMINISTRATION.

THE PURCHASE OF CELLULAR TELEPHONES FOR THE CEO AND THE DIRECTOR OF MARKETING AND SALES BE APPROVED.

THE EXECUTIVE COMMITTEE MINUTES AS LISTED ABOVE BE RECEIVED.

THE COPPS COLISEUM COMMITTEE SECOND IN-CAMERA REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE TENDER SUBMITTED BY WHITE STAR CLEANING SERVICES LIMITED, HAMILTON FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES AT COPPS COLISEUM BE ACCEPTED; and

THAT THE TERM OF THE CONTRACT FOR THE ABOVE MENTIONED SERVICES COMMENCE APRIL 1, 1990 AND CONTINUE THROUGH TO DECEMBER 31, 1991 WITH THE OPTION IN FAVOUR OF THE CITY AND/OR H.E.C.F.I. TO RENEW FOR THREE ADDITIONAL ONE YEAR TERMS, i.e. 1992, 1993, 1994 AT THE RATES SPECIFIED IN THE VENDOR'S TENDER.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF JANUARY 24, 1990 BE RECEIVED.

THE HAMILTON PLACE COMMITTEE SECOND IN-CAMERA REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE DIRECTOR OF MARKETING AND SALES IN CONJUNCTION WITH THE DIRECTOR OF HAMILTON PLACE BE DIRECTED TO PRESENT A REPORT TO THE NEXT COMMITTEE MEETING DETAILING ALL ASPECTS OF FUTURE CONFIRMED EVENTS AND OF THE IMPACT OF BOOKING THE CATS PRODUCTION DURING THE SAME TIME FRAME.

THAT THE TENDER SUBMITTED BY WHITE STAR CLEANING SERVICES LIMITED, HAMILTON FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES AT HAMILTON PLACE BE ACCEPTED; and

THAT THE TERM OF THE CONTRACT FOR THE ABOVE MENTIONED SERVICES COMMENCE APRIL 1, 1990 AND CONTINUE THROUGH TO DECEMBER 31, 1991 WITH THE OPTION IN FAVOUR OF THE CITY AND/OR H.E.C.F.I. TO RENEW FOR THREE ADDITIONAL ONE YEAR TERMS, i.e. 1992, 1993, 1994 AT THE RATES SPECIFIED IN THE VENDOR'S TENDER.

THAT APPROVAL BE GIVEN TO ALLOW HAMILTON YELLOW CAB COMPANY TO SUPPLY AND INSTALL AN EXCLUSIVE DIRECT LINE FOR A THREE YEAR TERM COMMENCING MARCH 1, 1990 PAYING A MONTHLY FEE TO HAMILTON PLACE OF \$100. WITH AN INCREASE OF 10% EACH YEAR; and

APPROVAL TO PROCEED BE SUBJECT TO AGREEMENT BY THE OTHER TWO H.E.C.F.I. FACILITIES.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF JANUARY 25, 1990 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE SECOND IN-CAMERA REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT APPROVAL BE GIVEN TO TENDER FOR THE RELOCATION OF THE CLOSED CIRCUIT TELEVISION MONITORS TO THE INFORMATION DESK IN THE MAIN LOBBY; and

THAT SUBJECT TO ACCEPTANCE AND APPROVAL OF A SUITABLE SUPPLIER IN RESPECT OF THE FOREGOING, APPROVAL BE GIVEN TO RELOCATE THE REMOTE CONTROL AND VOICE COMMUNICATIONS BOX TO THE INFORMATION DESK AT A COST NOT TO EXCEED \$1,500.

THAT APPROVAL BE GIVEN TO EMBREE INDUSTRIES TO INSTALL THE "WALL OF CONVENTIONS" IN THE MAIN LOBBY AT A COST OF \$22,340.21 TO BE FINANCED FROM CAPITAL FUND ACCOUNT NO. CF 53343-928941006 - VARIOUS EQUIPMENT/RENOVATIONS.

THAT THE TENDER SUBMITTED BY WHITE STAR CLEANING SERVICES LIMITED, HAMILTON FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES AT THE HAMILTON CONVENTION CENTRE BE ACCEPTED; and

THAT THE TERM OF THE CONTRACT FOR THE ABOVE MENTIONED SERVICES COMMENCE APRIL 1, 1990 AND CONTINUE THROUGH TO DECEMBER 31, 1991 WITH THE OPTION IN FAVOUR OF THE CITY AND/OR H.E.C.F.I. TO RENEW FOR THREE ADDITIONAL ONE YEAR TERMS, i.e. 1992, 1993, 1994 AT THE RATES SPECIFIED IN THE VENDOR'S TENDER.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF JANUARY 26, 1990 BE RECEIVED.

APPROVAL BE GIVEN TO A-CITY GLASS (1989) INC. TO REPLACE THE SUMMERS LANE GLASS DOORS WITH LORLEA 3600 SERIES DOORS AT A COST OF \$26,600. TO BE FINANCED FROM CAPITAL FUND ACCOUNT CF928941006 5334, VARIOUS EQUIPMENT/RENOVATIONS.

MANAGEMENT BE DIRECTED TO PRESENT A REPORT TO THE APRIL BOARD MEETING REGARDING THE PROPOSED 1991 MARKET VALUE RATES FOR HAMILTON PLACE TENANTS.

THE IN-CAMERA SESSION BE ADJOURNED AT 10:50 A.M.

9. Date of Next Meeting

April 20, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

10. Adjournment

MOVED by Alderman McCulloch, seconded by Alderman Merling that

THE REGULAR SESSION ADJOURN AT 9:15 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

3. Regular Minutes of April 20, 1990

- 3.1 Errors or Omissions
- 3.2 Motion to Approve

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, April 20, 1990
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314**

REGULAR MINUTES

PRESENT: Alderman J. Gallagher, Chairman
Mr. F. DeNardis, First Vice-
Chairman
Alderman D. Agostino, Second
Vice Chairman
Alderman T. Murray
Alderman W. McCulloch
Alderman H. Merling
Alderman T. Jackson
Alderman D. Drury
Mr. N. Levitt
Mrs. M. Dow
Mr. G. Kwiatowski
Mr. W. Tidball
Ms. A. VanDuzer
Mr. M. Ryder
Mr. W. McFarland
Mr. A. DiIanni

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Snetsinger
Mr. J. Crane
Mr. T. Burrows
Mr. S. Dockman
Ms. P. Bennett

REGRETS: Mayor R. Morrow

MEDIA: Ms. D. Walker, C.H.C.H.
Ms. P. Famely, C.K.O.C.
Mr. J. Burns, C.H.M.L.

1. Opening Remarks

First Vice Chairman, Frank DeNardis, called the meeting to order at 8:46 a.m.

2. Correspondence

MOVED by Alderman Agostino, seconded by Alderman Drury that

CORRESPONDENCE: (i) FROM D. BROCKER, GENERAL MANAGER OF THE ROYAL CONNAUGHT; and (ii) MEMORANDUM FROM THE CITY'S FINANCE AND ADMINISTRATION COMMITTEE BE RECEIVED.

MOTION CARRIED.

3. Regular Minutes of March 16, 1990

It was noted that Mrs. Dow had not been present at the March 16th meeting. It was

MOVED by Mr. Tidball, seconded by Mr. Kwiatowski that

THE REGULAR MINUTES OF MARCH 16, 1990 BE APPROVED AS AMENDED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports/Minutes

5.1 Executive Committee Third Report

MOVED by Mr. Tidball, seconded by Mr. Kwiatowski that

THE EXECUTIVE COMMITTEE THIRD REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE FOLLOWING 1990 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM BE FINANCED FROM THE H.E.C.F.I. RESERVE ACCOUNT FOR CAPITAL PROJECTS:

- | | | |
|----|---|--|
| A) | RINK LEVEL EXHIBITION HALL EXHAUST | \$25,000. |
| B) | DISPLAY ADVERTISING PANELS | \$25,000. |
| C) | FEASIBILITY STUDY AND
ENGINEERING DESIGN OF
PRIVATE BOXES | <u>\$100,000.</u>
<u>\$150,000.</u> |

AND THAT THE CENTRAL UTILITIES PLANT'S 1990 CAPITAL BUDGET PROJECT, DESCRIBED AS CITY HALL - FAN PLENUM RETROFIT, IN THE AMOUNT OF \$20,000. BE FINANCED FROM THE C.U.P. RESERVE ACCOUNT FOR CAPITAL PROJECTS.

MOTION CARRIED.

The following items were received for information:

- (i) Consolidated Unaudited Operating Results for the Two Month Period Ended February 28, 1990 for H.E.C.F.I.;
- (ii) Committee Reports: Copps Coliseum Committee Third Report; Hamilton Place Committee Third Report; Hamilton Convention Centre Committee Third Report;
- (iii) Management was directed to formally request the City's Treasury Department to implement the accrual of interest on thirty day accounts.

5.1.1 Executive Committee Minutes of March 7, 1990

MOVED by Mr. Tidball, seconded by Alderman McCulloch that

THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF MARCH 7, 1990 BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Third Report

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE THIRD REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT SUBJECT TO CITY COUNCIL APPROVAL OF THE COPPS COLISEUM AND CENTRAL UTILITIES PLANT 1990 - 1994 CAPITAL BUDGET PROGRAMME, APPROVAL BE GRANTED TO PROCEED, I.E. PREPARE SPECIFICATIONS AND DRAWINGS, ISSUE FOR TENDER WITH THE FOLLOWING 1990 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT:

Copps Coliseum

- a) Rink Level Exhibition Hall Exhaust \$25,000.
- b) Display Advertising Panels \$25,000.
- c) Feasibility Study and Engineering
Design of Private Boxes \$100,000.

Subtotal: \$150,000.

Central Utilities Plant

- a) City Hall - Fan Plenum Retrofit \$20,000.

Subtotal: \$20,000.

TOTAL: \$170,000.

and THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE
RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

- (i) Correspondence;
- (ii) The February 21, 1990 Report on Central Utilities Plant prepared by Messrs. Crane, Calder and DesNoyers was referred back to management to be revised in a manner which clearly delineates and separates the responsibilities of the Central Utilities Plant from H.E.C.F.I. responsibilities; to identify C.U.P. personnel and where responsibilities are divided between C.U.P. and H.E.C.F.I., to document job parameters and the percentages of time allocations;

- (iii) Status Report on Confirmed Events/Performances at Copps Coliseum April - July, 1990;
- (iv) The Facility Director presented a verbal report;
- (v) The 1989 Energy Consumption Report : C.U.P.;
- (vi) Comment Cards.

5.2 Copps Coliseum Committee Minutes of February 21, 1990

MOVED by Mr. Ryder, seconded by Ms. VanDuzer that

THE COPPS COLISEUM COMMITTEE MINUTES OF FEBRUARY 21, 1990 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Place Committee Third Report

MOVED by Alderman Merling, seconded by Mrs. Dow that

THE HAMILTON PLACE COMMITTEE THIRD REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) Correspondence;
- (ii) Facility Director's Report. The Committee directed management to survey other theatres in respect of the provision of designated smoking areas.

5.3.1 Hamilton Place Committee Minutes of February 22, 1990

MOVED by Alderman Merling, seconded by Ms. VanDuzer that

THE HAMILTON PLACE COMMITTEE MINUTES OF FEBRUARY 22, 1990 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Convention Centre Third Report

MOVED by Mr. Tidball, seconded by Alderman Drury that

**THE HAMILTON CONVENTION CENTRE THIRD REPORT BE APPROVED
AND THE FOLLOWING RECOMMENDATIONS ENDORSED:**

**THAT APPROVAL BE GIVEN TO EMBREE INDUSTRIES TO
ENGRAVE THE GRAVOPLY CONVENTION AMBASSADOR PLATES
AND THE ANODIZED ALUMINUM DONOR PLATES FOR THE WALL
OF CONVENTIONS IN ACCORDANCE WITH H.E.C.F.I.'S
SPECIFICATIONS; and**

**THAT THE CRITERIA FOR INCLUSION OF DONOR NAMES BE
APPROVED IN ACCORDANCE WITH THE MARCH 15, 1990
REPORT FROM THE DIRECTOR OF MARKETING AND SALES.**

**THAT THE REPORT FROM MILLS LIGHTHOUSE ON THE
LIGHTING IN THE MAIN LOBBY OF THE CONVENTION CENTRE
BE FORWARDED TO THE DIRECTOR OF COPPS COLISEUM /
CENTRAL UTILITIES PLANT FOR FURTHER STUDY AND
RECOMMENDATION. Note: The Committee tabled the
refurbishing of the front lobby until such time as
the lighting scheme is determined. The Committee
directed that all improvements to the front lobby
be coordinated with all consultants involved in
final recommendations.**

**THAT LOOSE LAY CARPET, APPROXIMATELY 12,000 SQUARE
FEET, BE REMOVED FROM CHEDOKE HALL; and THAT THE
CARPET BE USED ONLY UPON SPECIFIC REQUEST; and THAT
THE CARPET BE STORED WHILE NOT IN USE; and THAT THE
OLD CARPET FROM CHEDOKE HALL BE DISPOSED OF THROUGH
THE CITY PURCHASING DEPARTMENT.**

**THAT SENIOR MANAGEMENT REVIEW THE FOLLOWING
RECOMMENDATIONS WITH A VIEW TO IMPLEMENTATION; and
THAT MANAGEMENT PRESENT A REPORT WHICH INCLUDES
RECOMMENDATIONS TO THE NEXT COMMITTEE MEETING:**

- i) THAT THE HAMILTON CONVENTION CENTRE IMPLEMENT
 AN "ADOPT-A-ROOM" PROGRAM;**
- ii) THAT A DAMAGE DEPOSIT BE COLLECTED FOR ALL
 TRADE/CONSUMER SHOWS, CONCERTS, SPORTING
 EVENTS AND OTHER EVENTS AS DEEMED NECESSARY
 DUE TO THE NATURE OF THE EVENT;**

- iii) THAT THE RIC CORP CONCENTRICS SYSTEM OR A SIMILAR FACILITIES MANAGEMENT SYSTEM BE CONSIDERED;
- iv) THAT THE PURCHASE OF PLASTIC ROUND TABLES BE CONSIDERED WHEN HCC TABLES NEED TO BE REPLACED.

THAT DONATED WINE FOR THE DINNER ON MAY 27, 1990 FOR THE ALTERNATIVE DISPUTE RESOLUTION CONFERENCE BE DENIED; and THAT MANAGEMENT REVIEW THE POLICY IN RESPECT OF DONATED WINE AND REPORT TO THE NEXT COMMITTEE MEETING.

THAT APPROVAL BE GIVEN TO ADD A LAYER OF PRE-FINISHED VINYL BOARD TO THE CONCRETE BLOCK WALLS IN THE ADMINISTRATION AND EVENTS OFFICE AND TO REVAMP THE OFFICES AT A COST OF \$4,243. TO BE FINANCED FROM CAPITAL FUND ACCOUNT #CF 928941006-5334, VARIOUS EQUIPMENT/RENOVATIONS.

THAT THE HAMILTON MUSICIANS GUILD SUPPLY A QUANTITY OF THEIR DIRECTORIES IN PLACE OF THE PROPOSED ENTERTAINMENT RESOURCE LIST; and THAT THE AVAILABILITY OF THE DIRECTORY BE REFERRED TO THE CONVENTION CENTER'S COLLATERAL MATERIAL AND DURING CONTACT WITH PROSPECTIVE CLIENTS; and THAT THE DIRECTORY BE CIRCULATED UPON REQUEST.

MOTION CARRIED.

The following items were received for information:

- (i) Correspondence;
- (ii) Marketing Services Report : February, 1990;
- (iii) Report regarding the Mobile Signage;
- (iv) It was clarified that until such time as the report pertaining to the organizational structure is received from the CEO, the hiring process for the Director of the Hamilton Convention Center will be deferred.

5.4.1 Hamilton Convention Centre Committee Minutes
of February 23, 1990

MOVED by Mr. Tidball, seconded by Mr. Ryder that

**THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF
FEBRUARY 23, 1990 BE RECEIVED.**

MOTION CARRIED.

5.5 Audit Committee First Report

MOVED by Mr. McFarland, seconded by Mr. Ryder that

**THE AUDIT COMMITTEE FIRST REPORT BE APPROVED AND THE
FOLLOWING RECOMMENDATIONS ENDORSED:**

**THAT THE DRAFT AUDITED FINANCIAL STATEMENTS FOR THE
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES
INC. FOR THE PERIOD ENDED DECEMBER 31, 1989 BE
APPROVED.**

**THAT THE DRAFT AUDITED FINANCIAL STATEMENTS FOR THE
HAMILTON PERFORMING ARTS FOUNDATION INC. FOR THE
PERIOD ENDED DECEMBER 31, 1989 BE APPROVED.**

MOTION CARRIED.

The following items were received for information:

- (i) Mr. M. Ryder was appointed as Vice-Chairman of the Audit Committee;
- (ii) Management was directed to review the following areas and present recommendations for improvement separately for each item to the finance and Administration Committee:
 - a) Budget Worksheets;
 - b) Reserves;
 - c) Innovative Programming;
 - d) Promotions and Co-Promotions;
 - e) Special Events Subsidy fund;
 - f) Growth in Corporate Expenditures which are Twice the Rate of Regular Expenditures;
 - g) Growth and Revenue which were below the Inflation Rate;

- h) The Cost of Doing Business at Hamilton Place (spending more and getting less);
- i) Hamilton Place Scholarship fund.

5.5.1 Audit Committee Minutes of October 3, 1990

MOVED by Mr. McFarland, seconded by Alderman McCulloch that

THE AUDIT COMMITTEE MINUTES OF OCTOBER 3, 1990 BE RECEIVED.

MOTION CARRIED.

6.1 Ban on Smoking : H.E.C.F.I. Facilities

Alderman Agostino's March 29th letter and Mr. L. Staley's April 5th letter were reviewed. Alderman Agostino recommended that management be requested to prepare a report which includes information in respect of smoking practices in other like facilities. Senior Management were polled during the meeting; all responded that they had not received complaints regarding smoking in the facilities. It was

MOVED by Mr. McFarland, seconded by Mrs. Dow that

MANAGEMENT BE DIRECTED TO REVIEW THE ISSUE OF SMOKING IN THE THREE FACILITIES TO DETERMINE IF THERE IS A REAL OR PERCEIVED PROBLEM(S) AND IF SO TO DEFINE THE SOLUTIONS AND RECOMMENDATIONS.

MOTION CARRIED.

The Board also directed that management clarify the comments of the Smoking Information Officer respecting the use of poorly placed 'No Smoking' signs which are not City By-Law signs.

6.2 Canadian Football Hall of Fame Induction Dinner :
October 20, 1990

MOVED by Alderman Murray, seconded by Mr. Levitt that

MANAGEMENT BE DIRECTED TO PURCHASE, ON THE BOARD'S BEHALF, TEN TICKETS (ONE TABLE) TO THE 18TH ANNUAL INDUCTION DINNER FOR THE CANADIAN FOOTBALL HALL OF FAME, OCTOBER 19, 1990 AT A COST OF \$600. PER TABLE.

MOTION CARRIED.

It was reiterated that H.E.C.F.I. Board Members, City Aldermen, followed by senior staff (in that order) will be invited to attend.

6.3 Concert Policy for Copps Coliseum

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE APRIL 11, 1990 CORRESPONDENCE FROM MR. M. RYDER IN RESPECT OF A CONCERT POLICY FOR COPPS COLISEUM BE REFERRED TO THE COPPS COLISEUM COMMITTEE.

MOTION CARRIED.

6.4 City Hall Electrical Feed

The Chief Executive Officer reported that on Sunday, April 15th, the City Hall experienced a failure in one of two primary feeds from the Central Utilities Plant; power was transferred to an alternate feed and power restored at approximately 2:00 a.m. Monday, April 16th. The failure was caused as a result of damage to one of the electrical cables which run across Main Street. The Emergency Purchasing Procedure was utilized in order to make the necessary repairs and a purchase order in the amount of \$25,000 was signed in order to initiate the work.

Management was directed to present a report to the Copps Coliseum Committee detailing all aspects of the incident.

6.5 1991 Labatt Brier

The Board received for information the April 19th letter from the Vice-President of The Hamilton Brier 1991 Inc. which explained the distribution of ticket packages which have been allocated to City Alderman and H.E.C.F.I. Board Members.

6.6 Cari-Can Festival

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE MINIMUM BASIC BUILDING FEE OF \$6,500. PER DAY FOR THE USE OF COPPS COLISEUM BY CARI CAN FESTIVAL, AUGUST 17, 1990 AND THE RENTAL RATE OF \$3,000. FOR THE USE OF THE WENTWORTH HALL IN THE HAMILTON CONVENTION CENTRE AUGUST 19, 1990 BY CARI CAN FESTIVAL BE FINANCED BY THE H.E.C.F.I. SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

The Board directed that management clarify that the subsidy is for the 1990 event and that future requests will be reviewed on an individual basis.

7. Other Business

7.1 H.E.C.F.I. Committee Structure

It was agreed that item #3.2 of the In-Camera Agenda, H.E.C.F.I. Committee Structure, be moved to the Regular Agenda.

1. **MOVED** by Alderman Drury, seconded by Alderman Murray that

THE REVISED TERMS OF REFERENCE FOR THE COPPS COLISEUM, HAMILTON CONVENTION CENTRE AND HAMILTON PLACE COMMITTEES AS WELL AS THE FINANCE AND ADMINISTRATION, MARKETING AND SALES AND OPERATIONS COMMITTEES BE APPROVED AS AMENDED.

MOTION CARRIED.

Terms of Reference

During discussion of the Terms of Reference it was clarified that each of the Committees is to be a 'stand-alone' committee, reporting directly to the Board. It was noted that the Terms for the Marketing and Sales Committee did not include authorization for expenditure up to \$10,000. It was

MOVED by Mr. McFarland, seconded by Mr. Ryder that

THE CLAUSE STATING "Recommend to the Board all expenditures over \$10,000." BE ADDED TO THE TERMS OF REFERENCE OF THE MARKETING AND SALES COMMITTEE.

MOTION CARRIED.

MOVED by Mrs. Dow, seconded by Alderman Merling that

TERMS OF REFERENCE FOR ALL COMMITTEES BE REVIEWED BY THE BOARD EVERY SIX MONTHS.

MOTION CARRIED.

MOVED by Ms. VanDuzer, seconded by Mr. McFarland that

NUMBER TWO OF THE HAMILTON PLACE, HAMILTON CONVENTION CENTRE AND COPPS COLISEUM COMMITTEES BE AMENDED TO READ "May attend any or all of the Finance and Administration, Marketing and Sales and Operations Standing Committees in the interest of the facility."

MOTION CARRIED.

MOVED by Mr. McFarland, seconded by Mr. Ryder that

THE TERMS OF REFERENCE FOR THE OPERATIONS COMMITTEE INCLUDE THE FOLLOWING CLAUSE:

REVIEW AND RECOMMEND TO THE BOARD ALL MATTERS PERTAINING TO THE CENTRAL UTILITIES PLANT.

MOTION CARRIED.

It was clarified that the Hamilton Performing Arts Foundation will continue to report to the Hamilton Place Committee.

2. **MOVED** by Ms. VanDuzer, seconded by Alderman Murray that

H.E.C.F.I. BY-LAW NUMBER THREE BE APPROVED AS AMENDED.

MOTION CARRIED.

By-Law No. 3

Clause 4.02 was amended as follows:

- 4.02 Committee Membership.** Each of the Standing Committees referred to in subparagraphs 4.01 (i), (ii), (iii), (iv), (v), and (vi) shall be comprised of not less than seven (7) Members of the Board, including the Mayor, the Chairman of the Board, at least one Member of Council and at least one Citizen Member of the Board.

All Committee Members shall be appointed annually by the Board at its meeting held immediately subsequent to the Annual Meeting.

Committees shall be authorized to appoint their own officers, i.e. Chairman, Vice-Chairman.

3. **MOVED** by Alderman Drury, seconded by Alderman Murray that

A NEW MEETING SCHEDULE FOR THE BOARD AND COMMITTEES BE DEVELOPED.

MOTION CARRIED.

4. **MOVED** by Alderman Drury, seconded by Ms. VanDuzer that

THE CHIEF EXECUTIVE OFFICER REPORT BACK TO THE BOARD WITHIN SIXTY (60) DAYS THE FOLLOWING:

- IMPACT OF COMMITTEE RESTRUCTURE UPON STAFF;
- COST SAVINGS, WHERE APPLICABLE.

MOTION CARRIED.

The Board appointed membership to the new Committees as follows:

Finance and Administration

Mayor Robert Morrow
Chairman of the Board, Alderman J. Gallagher
Mr. F. DeNardis, Chairman
Mr. W. McFarland, Vice Chairman
Alderman T. Jackson
Alderman W. McCulloch
Ms. A. VanDuzer

Marketing and Sales

Mayor Robert Morrow
Chairman of the Board, Alderman J. Gallagher
Mrs. M. Dow, Chairman
Mr. M. Ryder, Vice Chairman
Alderman D. Drury
Alderman D. Agostino
Mr. W. Tidball

Operations

Mayor Robert Morrow
Chairman of the Board, Alderman J. Gallagher
Alderman T. Murray, Chairman
Alderman H. Merling, Vice Chairman
Mr. G. Kwiatowski
Mr. N. Levitt
Mr. A. DiIanni

8. In-Camera Motions

THE IN-CAMERA SESSION CONVENE AT 8:43 A.M.

THE IN-CAMERA SESSION BE RECONVENED AT 10:45 A.M.

THE IN-CAMERA MINUTES OF MARCH 16, 1990 BE APPROVED.

THE IN-CAMERA MINUTES OF MARCH 29, 1990 BE APPROVED.

THE IN-CAMERA MINUTES OF APRIL 10, 1990 BE APPROVED.

1. THAT EFFECTIVE JUNE 1ST, 1990 THE H.E.C.F.I. BOARD OF DIRECTORS ACCEPT THE OPINION OF H.E.C.F.I. LEGAL COUNSEL AND ADOPT CHAPTER 305 OF THE MUNICIPAL CONFLICT OF INTEREST ACT, 1983 AS ITS CONFLICT OF INTEREST POLICY PERTAINING TO BOARD MEMBERS; and
2. THAT EFFECTIVE JUNE 1ST, 1990 THE CONFLICT OF INTEREST POLICY FOR EMPLOYEES OF H.E.C.F.I. BE APPROVED; and
3. THAT MR. ROBERT ELLISON, ASSISTANT DIRECTOR OF HAMILTON PLACE, NOT ASSUME THE POSITION OF 'PAST PRESIDENT' OF THE HAMILTON AND REGION ARTS COUNCIL.

THAT H.E.C.F.I. PRESENT THE ISSUE OF MARKET VALUE LEASES FOR H.E.C.F.I. TENANTS (including the Hamilton and Region Arts Council, Opera Hamilton, Bach Elgar Choir, Hamilton Philharmonic, Hamilton Geritol Follies) TO THE CITY AND REGION REQUESTING THAT INCREASES TO THE CULTURAL GROUPS' GRANTS, WHERE APPLICABLE, BE PROPORTIONATE WITH THE PROPOSED INCREASE TO THEIR 1991 AND FUTURE RENTAL RATES.

THAT THE EXECUTIVE COMMITTEE THIRD IN-CAMERA REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE COST TO RETROFIT ONE (1) SUPPLY AIR FAN SYSTEM AT CITY HALL IN THE TOTAL AMOUNT OF \$39,454. BE FINANCED FROM CAPITAL FUND ACCOUNT NUMBER CF 5329-928941005.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF FEBRUARY 21, 1990 BE RECEIVED.

THAT THE HAMILTON PLACE COMMITTEE THIRD IN-CAMERA REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT MANAGEMENT BE DIRECTED TO NEGOTIATE A CONTRACT WITH C.P.I. TO BOOK "CATS" ON A STRAIGHT RENTAL BASIS.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF
FEBRUARY 22, 1990 BE RECEIVED.

THAT THE HAMILTON CONVENTION CENTRE THIRD IN-CAMERA
REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION
ENDORSED:

THAT THE RECOMMENDATION TO REPLACE CONCRETE
FURNITURE AND REFURBISH THE INFORMATION DESK BE
TABLED UNTIL SUCH TIME AS THE LIGHTING SCHEME IS
DETERMINED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF
FEBRUARY 23, 1990 BE RECEIVED.

THE IN-CAMERA SESSION ADJOURN AT 11:55 A.M.

9. Date of Next Meeting

Friday, May 18, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

10. Adjournment

MOVED by Alderman Murray, seconded by Mr. Kwiatowski
that

THE REGULAR SESSION ADJOURN AT 10:45 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

4.1

Public Smoking : H.E.C.F.I. Facilities

THE UNIVERSITY OF CHICAGO

THE DIVISION OF THE PHYSICAL SCIENCES

DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

PHYSICAL CHEMISTRY

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PHYSICAL CHEMISTRY



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Mr. G. Macaluso
Managing Director/CEO

DATE: May 14, 1990

SUBJECT: PUBLIC SMOKING : H.E.C.F.I. FACILITIES

RECOMMENDATION:

THAT THE FACILITY DIRECTORS' REPORTS REGARDING SMOKING IN THE THREE H.E.C.F.I. FACILITIES BE RECEIVED FOR INFORMATION.

BACKGROUND:

- At the April 20, 1990 Regular Meeting of the Board of Directors, management was directed "...to review the issue of smoking in the three facilities to determine if there is a real or perceived problem(s) and if so to define the solutions and recommendations."
- You will note that the Directors' reports indicate that at the present time, there are no reported problems in respect of provisions provided for public smoking in the facilities.
- Also attached is a May 11th letter from Mr. L. Staley, Smoking Information Officer, which states that the smoking signs in Copps Coliseum do not comply with the City of Hamilton By-law 80-258, Section 21. It is suggested that this issue be referred to the Operations Committee.

Respectfully submitted,

Gabe Macaluso
Managing Director/CEO



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

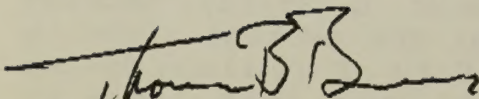
MEMO TO: Patricia Bennett
Secretary to the Board of Directors

FROM: Thomas Burrows
Director, Hamilton Place

DATE: May 9, 1990

SUBJECT: PUBLIC SMOKING: H.E.C.F.I. Facilities

- Front-of-House supervisory staff report no problems with the policy in effect since January of this year which has restricted smoking to the Box Office Lobby.
- There have been many favourable comments from patrons to staff regarding the policy currently in place.
- The proposed new SMOKING area which is to be separately serviced for ventilation and accessed by doors will provide a better arrangement than nearly all theatres surveyed or previously reported.


Thomas Burrows



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Ms. Patricia Bennett, Legislative Assistant

FROM: Stephen H. Dockman, Operations Manager, HCC

COPY TO: Mr. Barry Snetsinger, Director, Marketing/Sales, HECFI

DATE: May 4, 1990

SUBJECT: **Public Smoking - Convention Centre**

Although there are designated areas for the general public to smoke, it is extremely difficult if not impossible to ensure that there is no smoking in any areas not designated as such.

The public areas where smoking is allowed are as follows:

- 1) The north end of the second floor corridor;
- 2) The area directly across from Albion C and Room 203;
- 3) The foyer directly outside Chedoke A, B and C;
- 4) The Webster Lounge;
- 5) Directly in front of the telephones in Wentworth Concourse.

All other areas are "No Smoking" areas. Smoking in private rooms rented by clients is at their discretion.

Considering we are in the hospitality and convention business, it would not be prudent to ban smoking in the facility entirely. We are a service facility and must consider the needs of everyone.

The number of complaints have been minimal considering the diversity of events at the Centre. At the present time, I would not consider public smoking in the facility to be a problem.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

May 8, 1990.

Mr. Gabe Macaluso,
Managing Director/CEO,
HECFI.

Dear Gabe:

Subject: Public Smoking - Copps Coliseum

At the April 20, 1990 Regular Meeting of the Board of Directors of H.E.C.F.I., staff were directed to review the issue of smoking in the public areas of our facilities.

As you are aware, there is no smoking allowed in the seating areas of Copps Coliseum. This is announced on several occasions during all events. We also police this policy through our ushering staff at all events.

There is smoking allowed on the concourse and, to this date, I have never received a verbal or written complaint. However, on occasion I have noticed that smoke and other forms of fumes from exhaust appear to be high, i.e. Battle of the Monster Trucks where exhaust fumes appear to be too high). In these situations, I would make adjustments to our ventilation system to correct the situation.

Ventilation systems in Copps Coliseum have the capacity to change the total volume of air four times per hour which is substantial.

I would hope that this report meets your satisfaction.

Respectfully submitted,

John T. Crane,
Director.

JTC:mgm

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

TEL: 546-2700
FAX: 546-2095

11 May 1990

Hamilton Entertainment and
Convention Facilities Inc.
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Patricia Bennett
Secretary to the Board of Directors

Re: No Smoking Signs At Copps Colliseum

Dear Ms. Bennett:

I have now had an occasion to review your no smoking signs and would advise that they do not comply with the City of Hamilton By-law 80-258, Section 21 a copy of which is enclosed for your information. We also respectfully suggest that the signs should be more conspicuously posted as required under Section 16 (3) of the by-law so as to be clearly visible from all parts of the place of public assembly.

If I can be of further assistance in providing the necessary signs or additional information, do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lloyd Staley".

Lloyd Staley
Smoking Control Officer

cc. Alderman Agostino

Steve Dembe
Manager, Licencing Division

(2) Where smoking is prohibited in an enclosed indoor area or part thereof being used as a place of public assembly, the proprietor shall post or cause to be posted one or more signs in accordance with the requirements of section 20 or section 21.

✓ (3) The sign or signs shall be conspicuously posted,

(a) so as to be clearly visible from all parts of the enclosed area being used as a place of public assembly; ~~and~~

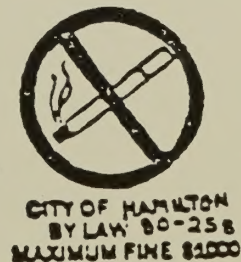
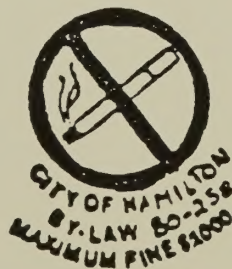
- 12 -
- (b) 1/4 of the height of the letters for all other sizes of signs having lettering greater than one inch.
By-law No. 81-007, S.1; 82-119, S.1.

(2) For the purpose of subsection 1, "letter height" means the actual height of the letter whether or not the letter is in lower case or in upper case.

21. (1) Notwithstanding section 20, a graphic symbol in accordance with subsection 4 may be used to indicate no smoking areas.

✓ (2) Every graphic symbol shall comply with the following requirements:

- ✓ 1. Include the text "City of Hamilton By-law No. 80-258 Maximum Fine \$2,000" in letters and figures occupying at least 5% of the diameter of the circle of such symbol.
- ✓ 2. Consist of a white background having,
 - (a) a circle and interdictory stroke in red upon the background; and
 - (b) a cigarette, letters and figures in black, in accordance with the provisions of this section.
- ✓ 3. Consist of one of the following symbols:



- ✓ 4. Consist of a symbol shown in paragraph 3, having a diameter not less than the diameter set out in column 2 of Table 2 for the corresponding maximum viewing distance in direct line of sight, in column 1.

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. The second part of the report is a detailed description of the study area. It includes information about the location of the study area, the population of the study area, and the characteristics of the study area. It also discusses the data sources used in the study.

3. The third part of the report is a detailed description of the study results. It includes information about the findings of the study, the conclusions drawn from the findings, and the implications of the findings. It also discusses the limitations of the study and the need for further research.

4. The fourth part of the report is a conclusion and recommendations section. It summarizes the main findings of the study and provides recommendations for future research and policy development.

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The report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

4.2

China Trip Report : Mr. T. Burrows



REPORT

TO: Pat Bennett
Secretary to the Board of Directors, HECFI

FROM: Thomas B. Burrows
Director, Hamilton Place

Date: May 9, 1990

SUBJECT: Report to the Board of Directors -
Benefits to HECFI from China Trip

- Potential benefits to HECFI and to the City of Hamilton were addressed to the best of my ability in a report dated February 13, 1990.
- A description of contacts for the development of cultural exchange performances events from Japan and China are described by city visited.
- Communication with China is extremely difficult at this time but I have sought the assistance of the National Touring Office in Ottawa to determine whether any travel is currently proposed or possible from Mainland China. Mr. Robert Essery, who presented the SHANGHAI BALLET in North America, is extremely well-connected and is attempting to determine if the NATIONAL ORCHESTRA OF CHINA are able to discuss a Canadian Tour.
- Mr. Essery would be willing to open a future tour in Hamilton in order that HECFI and the City benefit from a premier North American Performance.
- A proposed concert at Hamilton Place featuring the KOTO Players of Fukuyama, Japan is under discussion. Jeanette Balcome of the Hamilton Mundialization Committee would like to co-operate in an evening during the October 22nd through 29th period featuring the Japanese performers and including performers from several of Hamilton's ethnic population in honour of the visit by the Fukuyama Delegation.

I have met with Mayor Morrow and Dennis Carson who have been of assistance in renewing contacts and will be of further assistance in establishing new contacts, particularly in China.

Performances, Contacts - for Development of Cultural Exchanges, By City:

(Brochures, additional names and photographs are on file, with copies of itineraries - which changed daily - and programmes of recitals.)

TOKYO

Delegation extremely well-received. Personal contacts made in the Tokyo Canadian community (government and business) would prove invaluable and necessary in effecting arrangements for travelling performers and/or visual arts from Japan to Canada. With the right proposal, it appears that money is no problem in Japan for cultural exchange with sponsorship by the corporate sector. No concerts in Tokyo.

FUKUYAMA

Excellent workshop with Arcata Ensemble. Very fine young and older players in the chamber ensemble. They could perform at Hamilton Place, but would have to be subsidized to come to Canada.

First of several fine recitals beautifully received and well-attended.

Dr. Tanabe - a very important contact; although not fluent in English he does understand it to some degree.

Akie Obayashi - would be communication link in Fukuyama.

Fukuyama could provide a very impressive cultural delegation to Hamilton. The opening of the park on the mountain brow has been discussed as an occasion for a visit.

BEIJING, CHINA

Concert at Beijing University/Central Conservatory of Music. Audience (primarily music students and professors) very receptive.

Held discussions with faculty members and representatives of Centre for Cultural Exchange. Left complete information package about Hamilton and Hamilton Place.

Their primary interest was an opportunity for the National Orchestra to travel abroad. They never have, and by report are extremely fine. Musicians audition for places from all of mainland China. 300 musicians selected from the total population. 90 - 110 would make up a touring orchestra. An expensive tour to arrange, but no more so than Peking Opera or Shanghai Ballet, both of which have made Canadian tours.

It was my opinion that the city of Beijing would love to steal a march on Shanghai which is home for all other major companies and is recognized in the West as China's cultural centre. Unfortunately, any possibility will have to wait for the outcome of political stability in China.

NANJING

Excellent communication through C. K. Pan, Co-Director of the Ontario, Canada - Jiangsu, China Science and Technology Centre

No major performing companies, but a very good school and program at the Nanjing College of Art, Chinese Association of Musicians and Jiangsu Institute of Woodwind and Brass Music.

Could consider a joint presentation with the Canadian Brass (who have toured China.)

Master class with advanced students very successful.

MAANSHAN

There are viable opportunities for a city to city exchange.

The Song and Dance Ensemble of Maanshan was a very good and enthusiastic amateur presentation.

On the positive side, there are professional calibre solo performers in the ensemble who are excellent on unusual Chinese instruments. They could form the core of a variety show.

The most likely possibility would be an exchange, educational and cultural, sponsored by Steltech - a subsidiary of Stelco Inc. A Steltech team in Nanjing and Maanshan were very keen on possible future development that would complement business ties.

IN SUMMARY

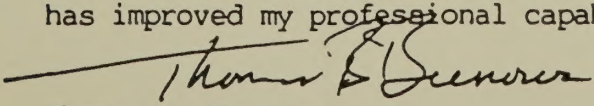
It is the writer's opinion that the trip was worthwhile: though any direct benefits to HECFI would only result from careful, long-term planning, opportunities do exist.

With HECFI, or combined HECFI facilities, as the focal point, the City and Region might well present, with corporate support, a major event to emphasize the close ties with Japan: culture, education and industry.

If tennis (between Canadians and Japanese) were included at Copps - a tournament - and golf anywhere, Japan would be here. I mean this seriously - sports should be included.

Finally, in terms of a possible benefit to HECFI: any opportunity to knowledgeably consider future offers of productions/attractions from China or Japan will be based on a first hand knowledge of their motivations needs and requirements, the technical assistance necessary and, in the case of China, the very real political pressure behind decisions that in the West simply depend for solution on professional judgement.

The trip was a very special and educational experience that I believe has improved my professional capability.


Thomas B. Burrows
Director, Hamilton Place

The first part of the document is a letter from the President of the United States to the Vice President. The letter is dated October 10, 2010, and is addressed to the Vice President. The letter discusses the current state of the country and the challenges we face. It also mentions the upcoming election and the importance of the Vice President's role.

The second part of the document is a letter from the Vice President to the President. The letter is dated October 10, 2010, and is addressed to the President. The letter discusses the Vice President's views on the current state of the country and the challenges we face. It also mentions the upcoming election and the importance of the President's role.

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5.1 Finance and Administration First Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**FINANCE AND ADMINISTRATION COMMITTEE
FIRST REPORT OF 1990**

The Finance and Administration Committee presents its **FIRST** Report from its meeting held May 9, 1990 and respectfully recommends the following:

1. 1990 Capital Projects : Hamilton Convention Centre

THAT APPROVAL BE GIVEN TO PROCEED WITH THE 1990 CAPITAL PROJECT "EQUIPMENT AND RENOVATIONS" IN THE AMOUNT OF \$62,000. AS PROVIDED FOR IN THE 1990 - 1994 CAPITAL BUDGET PROGRAM; and

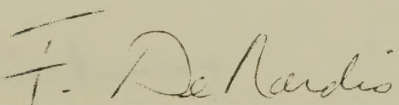
THAT FUNDING BE ALLOCATED FROM H.E.C.F.I.'S RESERVE FUND FOR CAPITAL PROJECTS.

Note: Background information attached.

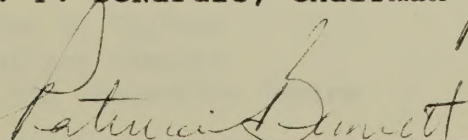
The following items were received\reviewed by the Committee and are presented for information:

- (i) The report, Consolidated Unaudited Operating Results for the Three Month Period Ended March 31, 1990 for H.E.C.F.I.
It was agreed that the Summary of Revenue and Expenditures would, in future, be amended to include a statement of corporate revenue, expenditures and the apportionment to the three facilities;
- (ii) The Committee agreed that it would assume the 1990 meeting schedule established by the former Executive Committee.

Respectfully submitted,



Mr. F. DeNardis, Chairman



Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR ACTION

MEMO TO: FINANCE AND ADMINISTRATION COMMITTEE

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 4, 1990

SUBJECT: HAMILTON CONVENTION CENTRE
1990 CAPITAL PROJECTS

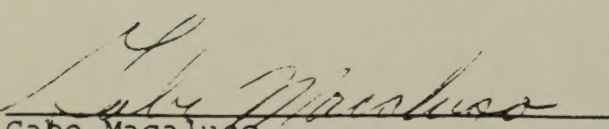
RECOMMENDATION:

THAT APPROVAL BE GIVEN TO PROCEED WITH THE 1990 CAPITAL PROJECT "EQUIPMENT AND RENOVATIONS" IN THE AMOUNT OF \$62,000. AS PROVIDED FOR IN THE 1990 - 1994 CAPITAL BUDGET PROGRAM; and

THAT FUNDING BE ALLOCATED FROM H.E.C.F.I.'S RESERVE FUND FOR CAPITAL PROJECTS.

BACKGROUND:

- The Hamilton Convention Centre Committee approved management's request to proceed with the 1990 Capital Project "Equipment and Renovations" at its April 27th meeting. Background documentation is attached.
- The Committee requested the Finance and Administration Committee to provide the method of financing for the 1990 Capital Project in the amount of \$62,000. Background documentation is attached.


Gabe Macaluso
Managing Director/CEO



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: April 17, 1990

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **1990 Capital Projects**

RECOMMENDATION:

THAT -

- 1) APPROVAL BE GIVEN TO PROCEED WITH THE 1990 CAPITAL PROJECT "EQUIPMENT AND RENOVATIONS" IN THE AMOUNT OF \$62,000 AS PROVIDED FOR IN THE 1990-1994 CAPITAL BUDGET PROGRAM; AND
- 2) THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

BACKGROUND:

Considering that City Council approved the 1990-1994 Capital Budget Program on March 16, 1990, we would like to proceed with the cost acquisition and tendering for the Equipment and Renovations provided for in the 1990 portion of the program.

The budget allocated for this project is \$62,000 is outlined in the attached forms.

It is to be noted that we will not be proceeding with the floor covering in Wentworth Exhibition Hall, as we will be utilizing the loose lay carpet from Chedoke Hall for two sections. However, the funds will be utilized for other projects such as the relocation of the closed circuit television monitors to the Information Desk, and other projects and equipment as deemed necessary.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bq
Attchs.

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Summary of the 1990 - 1994 Capital Budget Programme

for Hamilton Convention Centre

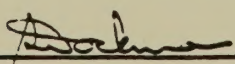
Description	1990	1991	1992	1993	1994	1990 - 1994 Total
Equipment & Renovations	\$ 62,000	--	--	--	--	\$ 62,000
Equipment & Renovations	--	\$100,000	\$100,000	\$100,000	\$100,000	\$ 400,000
Replacement Banquet Chairs	--	25,000	--	25,000	--	50,000
Replace Casual Furniture	--	--	--	50,000	--	50,000
Replace Kitchen Equipment	--	--	--	60,000	--	60,000
Replace Hot Water Tank	--	--	--	--	20,000	20,000
Refurbish Wentworth Exhibition Hall	--	--	--	--	900,000	900,000
Total	\$ 62,000	\$125,000	\$100,000	\$235,000	\$1,020,000	\$1,542,000

City of Hamilton
Treasury

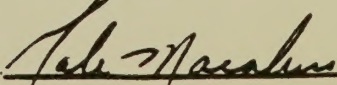
1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: HAMILTON CONVENTION CENTRE DIVISION, HECET
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: EQUIPMENT AND RENOVATIONS
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
See details attached for:
- | | |
|---|----------|
| Floor covering, Wentworth Exhibition Hall | \$44,000 |
| Contingency | \$18,000 |
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: _____
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 62,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 62,000
6. (a) YEAR OF EXPENDITURE - 1990 \$ 62,000
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 72,000
- SCHEDULED TO START IN THE YEAR 1990



Signature of Department Head/Local
Board Manager
(for Standing Committee)



Signature of C.A.O.
(for Executive Committee)

January 26, 1990

HAMILTON CONVENTION CENTRE

PROJECT NAME: FLOOR COVERING - WENTWORTH EXHIBITION HALL

DETAILED DESCRIPTION:

The Wentworth Exhibition Hall is being used regularly for banquets and special events, and more often as business increases. To create a better atmosphere, we are presently using the old carpet pieces from Chedoke Hall. The carpet is worn and when laid in pieces 6' x 22' gives the appearance of patchwork and is a safety hazard with turned edges.

The purchase of rolled carpet will eliminate this problem while at the same time improving the appearance of the Hall.

GROSS COST OF PROJECT: \$44,000

YEAR OF EXPENDITURE: 1990

THE EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

We will continue to use the old carpet from Chedoke as best we can.

HAMILTON CONVENTION CENTRE

PROJECT NAME: CONTINGENCY

DETAILED DESCRIPTION:

There will be unforeseen capital items that must be purchased during 1990. This contingency provides for these.

GROSS COST OF PROJECT: \$18,000

YEAR OF EXPENDITURE: 1990

THE EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Inability to purchase unforeseen items which will have a direct effect on the effective and efficient operation of the Convention Centre.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR ACTION

MEMO TO: FINANCE AND ADMINISTRATION COMMITTEE

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. J. Leuser, C.A.
Director
Finance and Administration

DATE: May 1, 1990

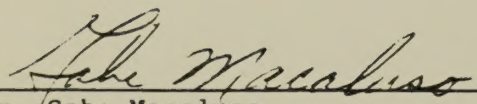
SUBJECT: METHOD OF FINANCING OF THE 1990 CAPITAL PROJECT
"EQUIPMENT AND RENOVATIONS" FOR THE HAMILTON
CONVENTION CENTRE

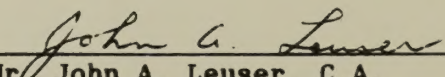
RECOMMENDATION

That the 1990 Capital Project "Equipment and Renovations" in the amount of \$62,000 as provided for in the 1990 - 1994 approved Capital Budget Program, be financed from HECFI's Reserve Fund For Capital Projects.

BACKGROUND

The Hamilton Convention Centre on April 27, 1990 requested that the Finance and Administration Committee provide the method of financing for the 1990 Capital Project "Equipment And Renovations" in the amount of \$62,000.


Mr. Gabe Macaluso
Managing Director/CEO


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

**The Hamilton Entertainment
and Convention Facilities Inc.**

**Consolidated (i.e. Combined Results For Three Facilities)
Summary of Revenue and Expenditures
For the Three Month Period Ended
March 31, 1990**

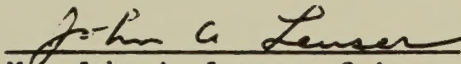
	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$1,894,229	\$1,914,245	\$ 20,016
Expenditures	<u>2,528,498</u>	<u>2,349,794</u>	<u><178,704></u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 634,269</u>	<u>\$ 435,549</u>	<u>\$<198,720></u>

Comments:

HECFI's under expended municipal contribution for the three month period ended March 31, 1990 was \$198,720 (see row 3, column 3 above). This represents an increase of \$168,292 in the under expended municipal contribution for the month of March.

An analysis of the under expended municipal contributions for each facility is attached for your information.

Please note that it is the policy of the City of Hamilton not to charge its departments and its related boards and commissions with their interest and debenture costs nor with their utility charges. Accordingly, these financial statements do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Attachments

Hamilton Convention Centre

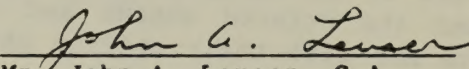
Summary of Revenue and Expenditures For the Three Month Period Ended March 31, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$716,683	\$755,702	\$ 39,039
Expenditures	<u>937,825</u>	<u>889,673</u>	<u><48,152></u>
Excess of Expenditures Over Revenue From Operations	<u>\$221,162</u>	<u>\$133,971</u>	<u>\$<87,191></u>

Comments:

The Hamilton Convention Centre realized for the three month period ended March 31, 1990 an under expended municipal contribution of approximately \$87,191 (see row 3, column 3 above). This represents an increase of \$71,968 in the under expended municipal contribution for the month of March.

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Hamilton Place Theatre

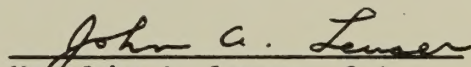
Summary of Revenue and Expenditures For the Three Month Period Ended March 31, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$460,115	\$349,751	\$<110,364>
Expenditures	<u>801,046</u>	<u>666,398</u>	<u><134,648></u>
Excess of Expenditures Over Revenue From Operations	<u>\$340,931</u>	<u>\$316,647</u>	<u>\$<24,284></u>

Comments:

For the three month period ended March 31, 1990, Hamilton Place Theatre realized an under expended municipal contribution of approximately \$24,284(see row 3, column 3 above). This represents an increase of \$18,811 in the under expended municipal contribution for the month of March.

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Copps Coliseum

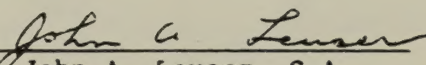
Summary of Revenue and Expenditures For the Three Month Period Ended March 31, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Over <Under> <u>Budget</u>
Revenue	\$717,451	\$808,792	\$ 91,341
Expenditures	<u>789,627</u>	<u>793,723</u>	<u>4,096</u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 72,176</u>	<u>\$<15,069></u>	<u>\$<87,245></u>

Comments:

For the three month period ended March 31, 1990, Copps Coliseum realized an under expended municipal contribution of approximately \$87,245 (see row 3, column 3 above). This represents an increase of \$77,513 in the under expended municipal contribution for the month of March.

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

5.1.1 Executive Committee Minutes of April 11, 1990

EXECUTIVE COMMITTEE

Wednesday, April 11, 1990

12:30 P.M.

Hamilton Room, Copps Coliseum

REGULAR MINUTES

PRESENT: Mr. F. DeNardis, Vice-Chairman
Alderman T. Murray
Alderman D. Agostino
Mr. W. Tidball

ALSO PRESENT: Mrs. M. Dow
Mr. G. Macaluso
Mr. B. Snetsinger
Mr. J. Leuser
Mr. J. Crane
Mr. S. Dockman
Mr. T. Burrows

MEDIA: Ms. A. Pescod, C.K.O.C.

REGRETS: Alderman J. Gallagher (vacation)
Alderman H. Merling (vacation)
Mayor R. Morrow

1. Chairman's Remarks

The Acting Chairman called the meeting to order at 1:40 p.m.

Alderman Agostino expressed concern that several items of business which had originally been discussed during In-Camera sessions at facility Standing Committee meetings and which have since been addressed publicly were being reported in the In-Camera reports. The Chief Executive Officer advised that the procedure will be reviewed.

It was agreed that item 5.3.1 of the In-Camera Agenda, Collection Procedures : Accounts Receivable would be discussed in the Regular Session.

2. Correspondence

Nil

3. Minutes of Executive Committee Meeting of March 7, 1990

MOVED by Mr. Tidball, seconded by Alderman Murray that
THE MINUTES OF THE MARCH 7, 1990 REGULAR SESSION BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Committee Reports

5.1.1 Copps Coliseum Committee

MOVED by Alderman Murray, seconded by Mr. Tidball that
THE COPPS COLISEUM COMMITTEE THIRD REPORT BE RECEIVED.

MOTION CARRIED.

5.1.1 (i) 1990 Capital Budget Projects

MOVED by Alderman Murray, seconded by Mr. Tidball that
THE FOLLOWING 1990 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM BE FINANCED FROM THE H.E.C.F.I. RESERVE ACCOUNT FOR CAPITAL PROJECTS:

(A) RINK LEVEL EXHIBITION HALL EXHAUST	\$25,000.
(B) DISPLAY ADVERTISING PANELS	\$25,000.
(C) FEASIBILITY STUDY AND ENGINEERING	
DESIGN OF PRIVATE BOXES	<u>\$100,000.</u>
	<u>\$150,000.</u>

AND THAT THE CENTRAL UTILITIES PLANT'S 1990 CAPITAL BUDGET PROJECT, DESCRIBED AS CITY HALL - FAN PLENUM RETROFIT, IN THE AMOUNT OF \$20,000. BE FINANCED FROM THE C.U.P. RESERVE ACCOUNT FOR CAPITAL PROJECTS.

5.1.2 Hamilton Place Committee

5.1.3 Hamilton Convention Centre Committee

MOVED by Alderman Murray, seconded by Mr. Tidball that

THE HAMILTON PLACE COMMITTEE THIRD REPORT AND THE HAMILTON CONVENTION CENTRE COMMITTEE THIRD REPORT BE RECEIVED.

MOTION CARRIED.

5.2 Consolidated Unaudited Operating Results for the Two Month Period Ended February 28, 1990 for H.E.C.F.I.

MOVED by Alderman Agostino, seconded by Mr. Tidball that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE TWO MONTH PERIOD ENDED FEBRUARY 28, 1990 FOR H.E.C.F.I. BE RECEIVED.

MOTION CARRIED.

It was noted that H.E.C.F.I.'s budgeted municipal contribution for the two month period was under budget.

5.3 Accounts Receivable : Collection Procedures

Alderman Agostino opened discussion by suggesting that a copy of H.E.C.F.I.'s collection procedures be included in all contracts.

Management was directed to formally request the City's Treasury Department to implement the accrual of interest on thirty day accounts. The Director of Finance to discuss the feasibility of accruing interest commencing from the date of the event.

Facility Directors explained the current procedures in place for obtaining advance deposits. Procedures at all facilities vary, depending upon the kind of business, and the client. In most cases full payment is required the date of the event; credit is granted to trusted, repeat clients. It was agreed that generally bad debts are minimal.

6. New Business

Nil

7. Other Business

7.1 1990 Marketing Plan

Alderman Agostino commended the Director of Marketing and Sales on his recent presentation of the 1990 Marketing Plan.

8. Adjournment

MOVED by Alderman Murray, seconded by Mr. Tidball that

THE REGULAR SESSION ADJOURN AT 1:30 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Mr. F. DeNardis, Vice-Chairman

Patricia Bennett, Secretary

5.2

Hamilton Convention Centre Committee Fourth Report



HAMILTON CONVENTION CENTRE COMMITTEE FOURTH REPORT OF 1990

The Hamilton Convention Centre Committee presents its **FOURTH** Report from its meeting held April 27, 1990 and respectfully recommends the following:

1. Lighting - Main Lobby

THAT APPROVAL BE GIVEN TO TENDER FOR THE SUPPLY AND INSTALLATION OF FIFTEEN 175 WATT. METAL HALIDES AS A REPLACEMENT FOR THE INCANDESCENT FIXTURES IN THE MAIN LOBBY; and

THAT APPLICATION BE MADE TO ONTARIO HYDRO'S INCENTIVE PROGRAM FOR SUBSIDY.

Note: Documentation is attached. This issue was referred to the Operations Committee.

The following items were reviewed/received by the committee and submitted for information:

- (i) The recommendations resulting from the attendance of Ms. Laking at the Annual Convention of the Association for Convention Operations Management;
- (ii) The Committee amended the proposed 'Donated Wine Policy' and referred it to the Marketing and Sales Committee. The amended policy is as follows:

"Donated Wine be restricted to the following:

- 1. (i) Charitable organizations with a registered number;
- (ii) Non-profit organizations whose efforts the H.E.C.F.I. Board deems to have a direct benefit to the community;
- (iii) Civic functions, special events, and conferences hosted by the City of Hamilton.

2. All requests for donated wine must be in writing and received prior to the event.
 3. The source of the wine must be indicated in the letter of request, or in the subsequent recommendation to the Committee.
 4. The wine must be donated from an Ontario winery."
- (iii) The recommendation "that the installation of a heat exchanger and control valve be considered as a project for the Central Utilities Plant to include in the Capital Budget (1991)" was referred to the Operations Committee;
- (iv) The Report of the Operations Manager for March, 1990;
- (v) The Summary of Revenue and Expenditures for the Three Month Period Ended March 31, 1990;
- (vi) Correspondence from Dr. Baldwin, I.D.E.A.S. Conference.

Respectfully submitted,

W. Tidball

Mr. W. Tidball, Chairman

Patricia Bennett

Patricia Bennett, Secretary



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager

DATE: April 17, 1990

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Lighting - Main Lobby**

RECOMMENDATION: **THAT APPROVAL BE GIVEN TO TENDER FOR THE SUPPLY AND
INSTALLATION OF FIFTEEN 175 WATT. METAL HALIDES AS A
REPLACEMENT FOR THE INCANDESCENT FIXTURES IN THE MAIN LOBBY**

BACKGROUND:

In accordance with the direction of the committee with regard to coordination of the projects for the main lobby, including the Hall of Conventions. The proposed lighting was discussed with Gaye Craig of Gaye Craig Design in order to determine what effect, if any, this would have on her proposed design for the main lobby.

Ms. Craig was pleased that we are increasing the light output in the Lobby, but concerned that it not be too bright. However, Mr. Warren Mills of Mills Lighthouse advises that we can expect 20-25 footcandles as opposed to the current 5 footcandles, and that for comparison purposes, a Shoppers Drug Mart is at least 100 footcandles; in his opinion, an acceptance level would be 30-50 footcandles.

The report from Mills Lighthouse on the lighting in the Main Lobby was forwarded to the Director of Copps Coliseum and Central Utilities Plant for further study and recommendation.

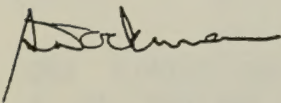
The results of that study are outlined on the attached report from Mr. Brad Calder, Manager of Plant and Building Operations. The following points are to be noted:

- 1) The total light output increases significantly with a metal halide fixture;
- 2) There is a longer-rated lamp life with the metal halide - 10,000 hours versus 6,000 hours with the existing incandescent;
- 3) This retrofit project will comply with Ontario Hydro's incentive program, whereby Ontario Hydro would contribute up to \$400.00 towards the project;
- 4) The annual energy savings would be approximately \$600.00;

cont.....

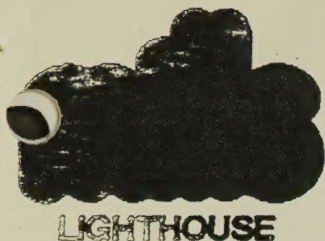
- 5) Approximate cost per fixture installed is \$550.00;
- 6) It is recommended that we proceed with the replacement of 15 units at this time.

In light of Mr. Calder's report, it is recommended that we proceed with the replacement of 15 incandescent fixtures with metal halide fixtures at an estimated cost of \$8,250.00, to be financed from the 1990 Capital Project "Equipment and Renovations" as provided for in the 1990-1994 Capital Budget Program.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.



99 ASHLEY STREET
MAIL TO:
P.O. BOX 151, STATION B
HAMILTON, ONTARIO
L8L 7W1
PHONE (416) 523-5133
FAX (416) 523-5135

DIVISION OF
METAL INDUSTRIES LIMITED
MANUFACTURERS OF
CUSTOM LIGHTING FIXTURES
FOR CHURCHES, PUBLIC
BUILDINGS, ETC.

DISTRIBUTORS OF
LIGHTING FIXTURES & LAMPS
ELECTRICAL SUPPLIES
LIGHT BULBS

March 7, 1990

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

ATTENTION: Stephen H. Dockman, Operations Manager

We are pleased to be doing your lighting consultants work for your main entrance of the Convention Centre.

We have had an on site meeting on March 5 with Steve Dockman and were advised of the lighting problems and the future installation of the moulded plaques and display on your East wall behind the reception desk.

Observations

Lighting Level (5 foot candles)

We found the main hall to be badly illuminated with noticeable shadows around the desk top area and planters. It was lacking any continuity in lighting level and didn't give the impression of entering a main entrance of a major building or convention centre. The light level should be uplifting and should accent your ceilings, walls and floor textures.

Plan A

To light the new East wall plaque display and reception desk area, we suggest mounting two 8 foot tracks with six adjustable heads on each track approximately 15 feet above the floor on the South and North walls.

The twelve heads can be fanned out to spread the light over the full display and desk area, providing a noticeable point of interest as you enter the lobby.

Approximately \$960.00
2 tracks and 12 heads

Continued.....

Plan B

To achieve a balanced lighting level in the lobby area eliminating the need for the track lights we would suggest the following cylinder fixtures in conjunction with existing incandescent flood fixtures.

Installation of twelve surface mounted metal cylinders with coilex glare baffles and bronze finish. Each fixture is powered by a 250 watt metal halide lamp which produces a pure white light and can generate 25-30 foot candles of light three feet above the floor.

Approximately \$4800.00
12 fixtures

Plan C

The most obvious lighting plan would be to remove the existing recessed incandescent flood fixtures on a one for one basis and replace them with 175 watt metal halide recessed fixtures with coilex glare baffles. This would hide all the new lighting in your bulk heads and use the same lighting locations you are now using. Again metal halide is a white light source with four times the lumen output of incandescent lamps and 12 times the lamp life. (35-40 foot candles) 3 feet above the floor.

Approximately \$10,000.00
25 fixtures

The above suggestions are made without research into the available power, area available inside the bulk heads, sprinkler pipes, etc.

All the above should be researched in time for accurate lighting fixture placement.

Continued.....

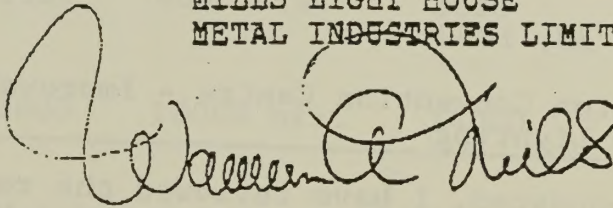
Quotation Continued.....

Page 3

Prices quoted include Federal Sales Tax at 13 1/2%. Provincial Sales Tax is extra. F.O.B. your site. Lamp bulbs are included. Pricing is for budget purposes only. Installation by others. Terms net 30 days.

Sincerely,

MILLS LIGHT HOUSE
METAL INDUSTRIES LIMITED

A large, stylized handwritten signature in dark ink, appearing to read "Warren A. Mills". The signature is written over the typed name and company name.

Warren A. Mills
Commercial Sales

WAM:sg



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

Memo To: ✓ Mr. S. Dockman, Operations Manager, Hamilton Convention Centre

From: Mr. B. Calder, Manager of Plant and Building Operations, Copps Coliseum

Date: March 30, 1990

Re: Hamilton Convention Centre - Improvements to Main Entrance Lobby Lighting

As requested, I have reviewed the report prepared by Mills Lighthouse respecting the above referenced subject and I am pleased to provide the following information and recommendation regarding same.

Background

Illumination of the Convention Centre main entrance lobby is provided for using natural and electrical lighting. The existing electrical lighting is comprized of decorative ceiling fixtures, i.e. G40 clear lamp 25W, low level pot lights, i.e. 150W incandescent and ceiling bulkhead pot lights, i.e. Q250W PAR-38 incandescent. The ceiling bulkhead pot lights contribute the most significantly to the lighting level of the area.

As noted in the report prepared by Mills Lighthouse, the main entrance lobby is badly illuminated. To improve the lighting levels throughout this area, the existing ceiling bulkhead pot lights could be retrofitted to M175W metal halide fixtures, i.e. Mills, Plan C. This retrofit would address and improve lighting levels throughout the entire main entrance lobby area as opposed to Mills Plan A which concentrates new lighting on the east wall reception area only. In addition, Plan C would utilize existing cut outs for the new pot lighting fixtures, whereas in Mills Plan B it is proposed that new surface mounted fixtures be added to supplement the existing lighting.

Recommendation

It is my recommendation that a modified Plan C be implemented. Instead of exchanging twenty-five incandescent fixtures for metal halide, as proposed by Mills, a total of fifteen fixtures could be retrofitted initially and the resulting light quality considered for acceptance. Should it be determined that a greater illumination effect is still required, then the remaining ten fixtures could be changed to metal halide.

...continued

The following chart details the illumination effect of the existing ceiling bulkhead pot lights and compares this to a fifteen and twenty-five fixture exchange.

<u>Lamp</u>	<u>#</u>	<u>Lamp Watts</u>	<u>Total Watts</u>	<u>Life</u>	<u>Initial Lumens</u>	<u>Total Lumens (Light Output)</u>
Q250 W Par 38	25	250	6250	6000 hrs.	3220	<u>80,500</u>
Q250 W Par 38	10	250	2500	6000 hrs.	3220	32,200
M 175	15	175	3000	10000 hrs.	14000	<u>210,000</u> <u>242,200</u>
M 175	25	175	5000	10000 hrs.	14000	<u>350,000</u>

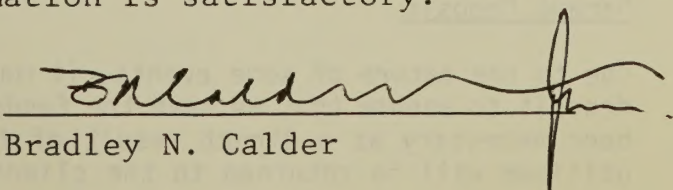
As demonstrated through the above chart, the total light output increases significantly with the use of the 175 W metal halide fixture. It should also be noted that the metal halide lamp has a longer rated lamp life as compared to the existing incandescent, i.e. 10,000 hrs. vs. 6,000 hrs. This will result in maintenance cost savings when the metal halide fixtures are installed.

From a review of the construction drawings it would appear that the power available is sufficient to power the proposed metal halide fixtures; there is adequate space in the bulkhead and sprinkler lines will not interfere with the new fixture housing.

It should also be noted that this retrofit project will comply with the criteria of Ontario Hydro's Commercial incentive programme. Under this programme, Ontario Hydro will contribute upwards of \$400.00 towards this project cost. As well, annual energy cost savings of approximately \$650.00 should be realized.

It is estimated that the cost per fixture installed will be \$550.00.

I trust that this information is satisfactory.


Bradley N. Calder



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager

DATE: April 17, 1990

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Annual Convention of the Association for Convention Operations Management**

RECOMMENDATION: **THAT APPROVAL BE GIVEN FOR THE FOLLOWING:**

- 1) **THAT THE HAMILTON CONVENTION CENTRE IMPLEMENT AN "ADOPT-A-ROOM" PROGRAM**
- 2) **THAT A DAMAGE DEPOSIT BE COLLECTED FOR ALL TRADE/CONSUMER SHOWS, CONCERTS, SPORTING EVENTS AND OTHER EVENTS AS DEEMED NECESSARY DUE TO THE NATURE OF THE EVENT**
- 3) **THAT THE RIC CORP CONCENTRICS SYSTEM OR A SIMILAR FACILITIES MANAGEMENT SYSTEM BE CONSIDERED**
- 4) **THAT THE PURCHASE OF PLASTIC ROUND TABLES BE CONSIDERED WHEN HAMILTON CONVENTION CENTRE TABLES NEED TO BE REPLACED**

BACKGROUND:

As requested by the Convention Centre Committee the following reports expand on the individual recommendation:

1) "Adopt-a-Room" Program

There are eleven function rooms in the facility. These rooms would be assigned to an individual to be inspected twice during the month. Each month the rooms would be rotated. An appropriate form will be developed. Any problem resulting from the inspection will be addressed immediately.

2) Damage Deposit

Due to the nature of some events, it may be necessary to collect a damage deposit to ensure that we have the funds to make any repairs that may have been necessary as a direct result of the event. Any residual funds not utilized will be returned to the client.

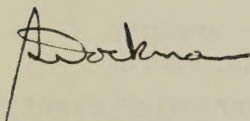
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3) Facility Management System

It is a general consensus that a facility management system is required. This is presently under review. The Pic Corp Concentrics System is one of a number of systems that will be considered for this project.

4) Plastic Round Tables

We have been unable to locate any distributor in Ontario that can give us any information on plastic round tables. However, considering the cost of plywood rounds, \$231.00 for five foot and \$341.00 for six foot rounds, we will continue to pursue this as an option for the replacement of tables.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bq



REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE OPERATIONS MANAGER FOR MARCH, 1990

April 18, 1990

The Hamilton Home Show, which is an annual event for us since the opening of the Centre, was a successful show for all concerned.

The first of six concerts, "Cowboy Junkies" was presented in March by Big Time Productions. The month concluded with the Credit Union Central of Ontario celebrating their 50th Anniversary Conference which attracted 1,200 delegates to the City of Hamilton.

The following is a brief outline of the conventions and other major events during the month of February:

	<u>No. of persons attended</u>	<u>Revenue Generated</u>
<u>Conventions</u>		
Church Alive "Faithfulness Today" Conference	700	39,650
Credit Union Central of Ontario	1,200	58,140
<u>Banquets</u>		
Hamilton Automobile Club Directors Dinner	420	9,452
<u>Other</u>		
Hamilton Home Show	15,425	45,800
Cowboy Junkies	800	10,909
A & P/Spectator Food Fair	20,500	28,291

We received eight Client Evaluations for events that took place from January 22 to March 8, 1990, the majority of which were very positive. However, there were a few concerns that are noted below:

- 1) Simpson Widge Meeting - February 10, 1990

There was a problem with the positioning of an overhead projector. The projector was placed in front of the lectern, utilizing the screen behind the head table. This has been discussed with Southam Audio Visual.

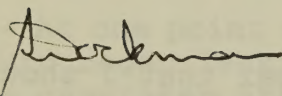
2) Lime Street Underwriting Agencies Meeting - March 6, 1990

Dr. Webster expressed dissatisfaction that we requested payment in advance for his function. This was a new client. The gentleman was contacted by the Events Manager, at which time he stated that he normally utilizes the Sheraton Hotel and that he only booked the Convention Centre because space was not available at the Sheraton Hotel.

On March 23, 1990 the Textile Processors, Service Trades, Health Care, Professional and Technical Employees International Union Local 351 received certification for the full-time unit consisting of 25 employees, which includes the two salaried cooks and part-time employees working more than 24 hours a week.

The current status of Capital Projects in progress is as follows:-

- a) Signage - A proposal has been received from Trans-Lux Canada Ltd. A presentation of their equipment was requested.
- b) Summers Lane Glass Doors - Drawings are presently being reviewed. Installation is expected towards the end of May.
- c) Replacement of Concrete Furniture and Refurbish the Information Desk - This item was tabled until the lighting problem in the Main Lobby is resolved.
- d) Hall of Conventions - Installation is expected by the middle of May.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg



Ontario

Ministry of
Agriculture
and Food

Ministère de
l'Agriculture et
de l'Alimentation

Ridgetown College
of Agricultural
Technology

519/674-5456

Collège de
technologie agricole
de Ridgetown

Ridgetown
Ontario
N0P 2C0

MAR 26 1990

March 20th, 1990

The Office of the Mayor,
City of Hamilton, Ontario,
71 Main St. W.,
HAMILTON, Ontario
L8N 3T4

Dear Mr. Morrow:

I am herewith returning an evaluation sheet re the Hamilton Convention Centre, concerning I.D.E.A.S. - 1990. In addition to this letter and evaluation form, I am also enclosing a letter from Mr. Arthur Loughton. Mr. Loughton was chairman of the Trade Show that was held in conjunction with our conference.

Firstly, I would like to congratulate you and the City of Hamilton on the Convention Centre facility. The meeting rooms and trade show complex are excellent. The spacious hallways, registration areas and support rooms make it one of the finest facilities that we have ever had the pleasure to work with, so far as conference facilities are concerned.

However, as part of your evaluation request, I feel that I should pass along to you a few areas of concerns that should be in your best interest.

COMMENTS - SUGGESTIONS - CONCERNS (RE I.D.E.A.S. 1990 CONFERENCE HELD JANUARY 20, 21, 1990 AT THE HAMILTON CONVENTION CENTRE)

- Sunday, A.M. (January 21, 1990), the washrooms, both men and women on the 3rd floor, across the hallway from the Chedoke rooms were somewhat of a disaster, tissue strewn on the floor, no towels, unclean, etc. It appeared that naught was done since the previous day when we had in excess of 700 people using these facilities.

- We continually hassled with the caretakers (and the person in charge) re sufficient garbage disposal units. We eventually got suffice but only after many 'house' phone calls and requests.

Cont'd Page Two.....



- The whole area of "refreshments" was indeed a major hassle, all the way from verbal quotes and misquotes prior to the event and throughout the entire 2 days of the event. I thought all was well and finally agreed upon by both parties until the refreshment break on Saturday A.M. At that time I received word from the person-in-charge that he had received a note from the "facilities co-ordinator" (or something like that) that all juice refreshments had been cancelled. Hence another hassle and no juice. This was rectified in the P.M. refreshment period, but only after I convinced someone to read the contract and to ignore the "note" that he said he had received.

- On several occasions when we visited the H.C.C. with our group of 5-7 individuals, not once did it appear that someone was in readiness for our visit, to go over details re facilities, needs and contracts. No meeting area had been set aside for any of our visits, and on one occasion we met in a room that had been set-up for another group (that wasn't there yet) and on a second occasion we met in the lounge-corridor area outside the Webster A room. We really felt like we were putting people out by being there.

- On Sunday A.M., on our way over from the Sheraton Hotel to the Hamilton Convention Centre, we ran into a 'wall' of people in the 2nd floor corridor outside the Albion rooms. Apparently another group had one or more of the Albion rooms booked and the hallway was being used as the breakfast area, complete with refreshments etc. This was a little more disconcerting to have our delegates 'excuse' their way through the maze of people.

- At one point during the initial refreshment break, the one coffee urn began leaking, and by the time (15-20 minutes) later prior to a caretaker arriving, we had filled up 2 or 3 fruit bowls full of coffee and had started on the waste basket not really a professional scene as we tried to impress our delegates.

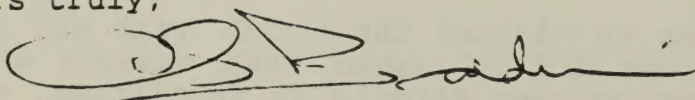
- We got very little assistance from the administrators re tour brochures, flyers, information etc. about the Centre and/or the City in general. I even had to make up our own map area of the city and the eating facilities surrounding the H.C.C. Our people were interested in the fast food eateries for their lunches, due to the time constraints. I ran into much reluctance to even get a listing and location of these spots. I eventually got them from a colleague in Simcoe who knew the area well, I then proceeded to modify the map that got I from another colleague in Simcoe. The map that we received from the Centre was one showing only the 'fine dining' areas for evening events.

Page Three

- Details of the billing procedures were something less than professional, I need say little more than it too was another item in a long list of concerns and hassles, (at the time of writing it continues to be).

In general, I guess it could be said that our experiences with many aspects and details re the Hamilton Convention Centre were frustrating and trying.

Yours truly,

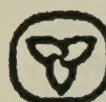
A handwritten signature in dark ink, appearing to read 'C.S. Baldwin', with a stylized flourish at the end.

Dr. C.S. Baldwin,
Head, Continuing Education

CSB\lb

cc: HCC, Director
A. Loughton

1-674-3042

Ministry of
Agriculture
and Food

ONTARIO

F A C S I M I L E R E P O R T

FROM

NORFOLK AGRICULTURAL OFFICE

=====

TO: Dr. C.S. BARDWIN
Ridgetown DATE: 5 March 90

FROM: Arthur Loughton

RE: Letter re deficiencies at Hamilton Convention Centre

NUMBER OF PAGES TO FOLLOW _____

N O T E S

Here are our comments for our combined
letters. You will note that most of them
relate to our Trade Show experiences.

I hope this is OK

The Hamilton Convention Centre is a world class facility, ideally situated for staging major events, with a wealth of parking, cultural, shopping, commercial and other features located within easy reach. It is conveniently accessible even though located in the centre of a major city.

Unfortunately, there are some deficiencies. The experiences of the organizers of the IDEAS - 1990 Conference held at the Centre on 20/21 January 1990 revealed some problem areas and we feel obliged to draw those to the attention of both the City administrators and the Convention Centre staff.

To our knowledge, the IDEAS - 1990 Conference was the first time the Hamilton Convention Centre had been used by the Ontario Ministry of Agriculture and Food for a major event. We felt that the facilities are attractive enough for OMAF to consider locating future conferences there. However, we want to point out the areas of concern disclosed at the IDEAS - 1990 event, so that future OMAF organizers are spared our frustrations.

Generally speaking we found that this world class facility is being spoiled by an unprofessional attitude of the staff and an obvious lack of training of the more junior grades.

1. Handling by sales executives and events coordinators during the planning stages left something to be desired. We were forced to hold meetings in the halls and foyers, because meeting rooms had not been reserved for us. No coffee was offered to us at such meetings.
2. Convention Centre organization was unable to provide us with any information, let alone relevant leaflets, regarding coming events at Copps Coliseum or Hamilton Place. No such leaflets could be provided to us for insertion in delegates registration packages.
3. For a first time visitor, (i.e. many conference delegates), the inner geography of the Convention Centre is difficult to grasp. Signs on the walls are much too small and generally inadequate.
4. Operating a Trade Show in the Chedoke Rooms provided us with several concerns and problems:
 - (a) Signage on McNab Street, indicating the entrance to the loading dock is non-existent. The entry point is not obvious.
 - (b) During the set-up time of the Trade Show, there was a significant lack of Convention Centre manpower at the loading dock, with poor direction and control, leading to considerable congestion and frayed tempers. On the evening of Friday 19 January, the McNab Street door was closed from 6 - 7 p.m., the peak time, while staff were on a meal break. We were assured that it would be accessible at all times from 2:00 p.m. to midnight and our exhibitors were informed of that.

...2

- (c) The freight elevator from the loading dock to the Chedoke Room is an absolute disaster. Our Trade Show coordinator and his wife personally experienced considerable difficulty and three abortive attempts to have the elevator stop at the third floor. Staff eventually explained that you must keep your finger on the button to make the elevator stop at your selected floor!! Exhibitors had similar frustrations.
 - (d) Vandalism has removed the numbers on one of the elevator control panels. Guess work is not the most effective decision making strategy in these circumstances!
 - (e) Exhibitors unloading in the Chedoke Room but wishing to return to their vehicles at the loading dock could not make the elevator return because of an apparent lock-out override at ground level. Long frustrating waits culminated in walking down from the third floor to the loading ramp, via the service area of the ground floor.
 - (f) During the set-up period of the Trade Show, especially in the late evening, we were asked by a number of exhibitors where they could get a coffee or a soft drink inside the Convention Centre. We learned that there is no vending machine accessible to the public. We recommend that this be investigated.
 - (g) We have grave doubts about the night-time security of the Chedoke Rooms A & B which housed our Trade Show. We were assured that the doors would be locked from midnight to 6:00 am. One exhibitor had no problem getting in at 12:45 a.m. on the Saturday, and our coordinator walked through the unlocked doors at 5:45 a.m. Saturday. We are not convinced that the doors were locked at all on that night.
5. There was a disappointing lack of visibility of the Convention Centre supervisory staff around the conference and trade show locations during the operating hours. We had anticipated that they would make regular visits (eg. hourly) to the conference area, registration desk and trade show to check with organizers.

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5.2.1 **Hamilton Convention Centre Committee Minutes**
of March 20, 1990

HAMILTON CONVENTION CENTRE COMMITTEE

Tuesday, March 20, 1990

12:00 Noon

Room 206

REGULAR MINUTES

PRESENT: Mr. W. Tidball, Chairman
Alderman J. Gallagher
Alderman T. Jackson
Mr. M. Ryder

ALSO PRESENT: Mr. M. Macaluso
Mr. S. Dockman
Mr. J. Leuser
Mr. B. Snetsinger

REGRETS: Mayor R. Morrow
Mr. N. Levitt
Alderman D. Drury

1. Chairman's Remarks

The Chairman called the meeting to order at 12:15 p.m.

The Committee agreed that item 6.3 H.E.C.F.I. Committee Structure would be discussed during the In-Camera Session.

2. Correspondence

MOVED by Alderman Gallagher, seconded by Mr. Ryder that

THE FEBRUARY 23, 1990 CORRESPONDENCE FROM THE SOCIETY OF ONTARIO VETERINARIANS BE RECEIVED.

MOTION CARRIED.

3. Minutes of Hamilton Convention Centre Committee Meeting Held Friday, February 23, 1990

MOVED by Mr. Ryder, seconded by Alderman Jackson that

THE MINUTES OF THE FEBRUARY 23, 1990 MEETING BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Wall of Conventions : Donor Plates

MOVED by Alderman Gallagher, seconded by Mr. Ryder that

APPROVAL BE GIVEN TO EMBREE INDUSTRIES TO ENGRAVE THE GRAVOPLY CONVENTION AMBASSADOR PLATES AND THE ANODIZED ALUMINUM DONOR PLATES FOR THE WALL OF CONVENTIONS IN ACCORDANCE WITH H.E.C.F.I.'S SPECIFICATIONS; and

THAT THE BACKGROUND INFORMATION BE AMENDED TO EXCLUDE THE LAST PARAGRAPH ... "THEREFORE, IT IS RECOMMENDED THAT WE RETAIN EMBREE INDUSTRIES FOR ALL ASPECTS OF THE WALL OF CONVENTIONS."

MOTION CARRIED.

MOVED by Mr. Ryder, seconded by Alderman Jackson that

THE MARCH 15, 1990 REPORT FROM THE DIRECTOR OF MARKETING AND SALES IN RESPECT OF CRITERIA FOR INCLUSION OF DONOR NAMES FOR THE WALL OF CONVENTIONS BE APPROVED.

MOTION CARRIED.

4.2 Lighting - Main Lobby

MOVED by Alderman Gallagher, seconded by Alderman Jackson that

THE REPORT FROM MILLS LIGHTHOUSE ON THE LIGHTING IN THE MAIN LOBBY OF THE CONVENTION CENTRE BE FORWARDED TO MR. CRANE AND THE CENTRAL UTILITIES PLANT FOR FURTHER STUDY AND RECOMMENDATION.

MOTION CARRIED.

4.3 Loose Lay Carpet - Chedoke Hall

MOVED by Alderman Gallagher, seconded by Alderman Jackson that

THE LOOSE LAY CARPET, APPROXIMATELY 12,000 SQUARE FEET, BE REMOVED FROM CHODOKE HALL; and

THAT THE LOOSE LAY CARPET BE USED ONLY UPON SPECIFIC REQUEST; and

THAT THE LOOSE LAY CARPET BE STORED WHILE NOT IN USE; and

THAT THE OLD CARPET FROM CHEDOKE HALL BE DISPOSED OF THROUGH THE CITY PURCHASING DEPARTMENT.

MOTION CARRIED.

4.4 Annual Convention of the Association for Convention Operations Management

MOVED by Alderman Gallagher, seconded by Alderman Jackson that

SENIOR MANAGEMENT REVIEW THE FOLLOWING RECOMMENDATIONS WITH A VIEW TO IMPLEMENTATION; and

THAT MANAGEMENT PRESENT A REPORT WHICH INCLUDES RECOMMENDATIONS TO THE NEXT COMMITTEE MEETING:

- THAT THE HAMILTON CONVENTION CENTRE IMPLEMENT AN "ADOPT-A-ROOM" PROGRAM;
- THAT A DAMAGE DEPOSIT BE COLLECTED FOR ALL TRADE/CONSUMER SHOWS, CONCERTS, SPORTING EVENTS AND OTHER EVENTS AS DEEMED NECESSARY DUE TO THE NATURE OF THE EVENT;
- THAT THE RIC CORP CONCENTRICS SYSTEM OR A SIMILAR FACILITIES MANAGEMENT SYSTEM BE CONSIDERED;
- THAT THE PURCHASE OF PLASTIC ROUND TABLES BE CONSIDERED WHEN HCC TABLES NEED TO BE REPLACED.

MOTION CARRIED.

The Director of Marketing and Sales to be consulted in respect of the Facilities Management recommendation.

5. Reports

5.1 Report of Operations Manager

MOVED by Mr. Ryder, seconded by Alderman Jackson that
THE REPORT OF OPERATIONS MANAGER BE DISCUSSED IN-CAMERA.
MOTION CARRIED.

5.2 Marketing Services Report

MOVED by Alderman Jackson, seconded by Mr. Ryder that
THE MARKETING SERVICES REPORT, FEBRUARY, 1990 BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 Donated Wine - Alternative Dispute Resolution
Conference Dinner, May 27, 1990

MOVED by Alderman Gallagher, seconded by Mr. Ryder that
**DONATED WINE FOR THE DINNER ON MAY 27, 1990 FOR THE
ALTERNATIVE DISPUTE RESOLUTION CONFERENCE BE DENIED; and
THAT MANAGEMENT REVIEW THE POLICY IN RESPECT OF DONATED
WINE AND REPORT TO THE NEXT COMMITTEE MEETING.**

MOTION CARRIED.

It was noted by the Chairman that donated wine should be
granted for community fund raising organizations only.

6.2 Renovations - Administration & Events Office

MOVED by Alderman Jackson, seconded by Alderman Gallagher that

THAT APPROVAL BE GIVEN TO ADD A LAYER OF PRE-FINISHED VINYL BOARD TO THE CONCRETE BLOCK WALLS IN THE ADMINISTRATION AND EVENTS OFFICE AND TO REVAMP THE OFFICES AT A COST OF \$4,243. TO BE FINANCED FROM CAPITAL FUND ACCOUNT #CF 928941006-5334, VARIOUS EQUIPMENT/RENOVATIONS.

MOTION CARRIED.

6.3 H.E.C.F.I. Committee Structure

This item was moved to the In-Camera agenda.

7. Other Business

7.1 Mobile Signs

MOVED by Alderman Jackson, seconded by Mr. Ryder that

THE MARCH 15, 1990 REPORT FROM THE DIRECTOR OF MARKETING AND SALES REGARDING MOBILE SIGNAGE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

The Director of Marketing and Sales advised that the Convention Centre had entered into a contract with A&P which permitted the use of mobile signage prior to the September, 1989 Board resolution prohibiting mobile signage in Summer's Lane.

7.2 Entertainment Resource List

The Director of Marketing and Sales' March 15, 1990 report was received. It was

MOVED by Alderman Jackson, seconded by Alderman Gallagher that

THE HAMILTON MUSICIANS GUILD SUPPLY A QUANTITY OF THEIR DIRECTORIES IN PLACE OF THE PROPOSED ENTERTAINMENT RESOURCE LIST; and

THAT THE AVAILABILITY OF THE DIRECTORY BE REFERRED TO THE CONVENTION CENTER'S COLLATERAL MATERIAL AND DURING CONTACT WITH PROSPECTIVE CLIENTS; and

THAT THE DIRECTORY BE CIRCULATED UPON REQUEST.

MOTION CARRIED.

The Committee stressed that the Directory would be circulated by the Musicians Guild, not H.E.C.F.I.

7.3 Hamilton Convention Centre Director

In was clarified that the hiring process for the Director of the Hamilton Convention Centre will be deferred until the CEO's report regarding the organizational structure is received.

8. Date of Next Meeting

Friday, April 27, 1990
8:00 A.M.

9. Adjournment

MOVED by Mr. Ryder, seconded by Alderman Jackson that

THE REGULAR SESSION BE ADJOURNED. (1:00 p.m.)

MOTION CARRIED.

Hamilton Convention Centre Committee
Regular Session
March 20, 1990

Page 7

TAKEN AS READ AND APPROVED

Mr. W. Tidball, Chairman

Patricia Bennett, Secretary

1. The first part of the document is a list of the names of the members of the committee.

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5.3

Hamilton Place Committee Fourth Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON PLACE COMMITTEE FOURTH REPORT OF 1990

The Hamilton Place Committee presents its **FOURTH** Report from its meeting held April 26, 1990. The following items were reviewed/received and are submitted for information:

- (i) Correspondence from the President of The Canadian Country Music Association;
- (ii) Facility Director's Report;
- (iii) Summary of Revenue and Expenditures for the Three Month Period Ended March 31, 1990;
- (iv) Staff was directed to "...develop and circulate as soon as possible a flyer promoting the dinner theatre event(s) which identifies the type of theme to be incorporated with the event." Management's report will be forwarded to the Marketing and Sales Committee;

Staff are currently seeking clarification of jurisdictional rights to Commonwealth Square before proceeding with plans to stage dinner theatre theme nights at that location;

- (v) The Committee approved the provision of a public smoking area at Hamilton Place in the Piano Nobile with access by means of doors. The issue was referred to the Operations Committee;
- (vi) The Marketing and Sales Committee will be requested to explore the possibility of developing a H.E.C.F.I. promotional piece utilizing the electronic sign at the Hamilton Airport.

Alderman H. Merling

Alderman H. Merling, Chairman *ph*

Patricia Bennett

Patricia Bennett, Secretary

THE CANADIAN COUNTRY MUSIC ASSOCIATION



THE CANADIAN COUNTRY MUSIC ASSOCIATION/
ASSOCIATION DE LA MUSIQUE COUNTRY CANADIENNE
833 THE QUEENSWAY, SUITE 102,
TORONTO, ONTARIO
M8Z 5Z1

FAX: (416) 252-9998
TEL: (416) 252-1025

FROM THE OFFICE OF
THE PRESIDENT

March 20, 1990

Mr. Tom Burrows
Hamilton Place Theatre
P.O. Box 2080, Stn. A.
Hamilton, Ont.
L8N 3Y7

Dear Tom,

I would like to take this opportunity to thank you, once again, for your gracious hospitality during our presentation of **CANADA'S BRIGHTEST COUNTRY STARS IN CONCERT** at Hamilton Place Theatre on 16 March 1990, and in particular, for your generosity in waiving the theatre rental under the auspices of your special events subsidy for this event. All of your staff and crew are exceptional in their service and you are a most pleasant group of people to work with.

Looking forward to being associated with you during Country Music Week '91 and on many other occasions in the near and distant future.

Best personal regards,

Yours truly,

A handwritten signature in black ink, appearing to read "Paul Mascioli".

PAUL A. MASCIOLI
President.

PAM:jd

cc. CCMA Office





HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

MEMO TO: Hamilton Place Committee

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: April 23, 1990

SUBJECT: Facility Director's Report

1990 SUMMER MUSICAL PROMOTION - HAMILTON PLACE

In cooperation with Barry Snetsinger, Director of Marketing and Sales, and with the assistance of Mary Webb, the attached schedule for the promotion of Cats, West Side Story, Oklahoma and Jesus Christ Superstar is presented for the Committee's information.



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-6883

1990 SUMMER MUSICAL PROMOTION - HAMILTON PLACE

CATS - WESTSIDE STORY - OKLAHOMA - JESUS CHRIST SUPERSTAR

WESTSIDE STORY/CATS SPECIAL OFFER

\$10.00 OFF each Westside Story ticket with each ticket purchased for CATS.

OKLAHOMA/JESUS CHRIST SUPERSTAR OFFER

\$5.00 OFF each ticket with purchase of both musicals.

- | | | |
|----------------------|---|--|
| April 25 | - | Calendar mailed to subscribers. |
| | - | Special Westside Story/Cats offer available to subscribers only until <u>May 11th</u> . |
| May 12 | - | Public Box Office opens for Westside Story and Cats. |
| | - | Print campaign begins for Westside Story and Cats. |
| May 12-25 | - | Special Westside Story/Cats offer available to public. |
| | - | Radio campaign promoting special offer Westside/Cats. |
| May 26 | - | End of special Westside Story/Cats offer. |
| June 13 | - | 2nd Calendar mailed to subscribers. |
| | - | Special Oklahoma/Jesus Christ Superstar offer available to subscribers only until <u>June 29th</u> . |
| June 27-July 16 | - | Westside Story radio campaign. |
| June 30 | - | Public Box Office opens for Oklahoma and Jesus Christ Superstar. |
| | - | Print campaign begins for Oklahoma and Jesus Christ Superstar |
| June 30 -
July 13 | - | Special Oklahoma/Jesus Christ Superstar offer available to public. |
| July 1-16 | - | Westside Story TV campaign. |
| July 3 | - | Cats opens. |

- 2 -

- July 14 - End of special Oklahoma/Jesus Christ Superstar offer.
- July 17 - Westside story opens.
- July 22 -
August 6 - Oklahoma TV and radio campaign.
- July 14 - End of special Oklahoma/Jesus Christ Superstar offer.
- July 17 - Westside Story opens.
- July 22 -
August 6 - Oklahoma TV and radio campaign.
- August 7 - Oklahoma opens.
- August 16 -
September 3 - Jesus Christ Superstar radio campaign.
- August 19 -
September 3 - Jesus Christ Superstar TV campaign.
- September 4 - Jesus Christ Superstar opens.



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

MEMORANDUM

MEMO TO: Hamilton Place Committee

FROM: Barry Snetsinger, Director of Marketing and Sales

DATE: April 23, 1990

SUBJECT: DINNER THEATRE THEME NIGHTS

RECOMMENDATION:

That staff prepare a plan of execution for Theme Nights in conjunction with West Side Story and Oklahoma and present a report which details costs and source of funding.

BACKGROUND:

At the February 22nd meeting of the Hamilton Place Committee the members requested the Director of Marketing & Sales to provide a cost/benefit analysis regarding the feasibility of holding dinner theatre type theme nights in association with events booked into the facility. The concept was addressed in the context of the overall 1990 HECFI Marketing Plan.

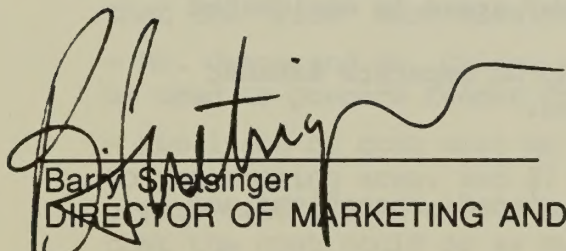
Marketing and Sales completely endorses the idea of dinner theatre type theme nights in association with events at Hamilton Place Theatre. However, in order to properly assess the potential for such activity we believe the most prudent course of action is to conduct a "test market" of the concept. This will not only give us an accurate fix on costs, and therefore the potential for incremental profit, but more importantly will allow for a realistic assessment of consumer interest. A complete and detailed cost/benefit analysis will be prepared following the execution of the "tests" along with a recommendation regarding future involvements in this type of venture.

**DINNER THEATRE THEME NIGHTS
- M E M O R A N D U M**

PAGE 2

The "test market" will be conducted this summer in conjunction with West Side Story, and Oklahoma, scheduled for Hamilton Place July 17th, and August 7th respectively. The West Side Story theme would be built around the music, and dress of the 50's/60's. Commonwealth Plaza would be utilized as the venue and would be appropriately decorated. A live band would be considered for post-show entertainment and dancing. A full meal, similarly themed would be available as part of the package. Discussions have been held with potential corporate sponsors and media presenters. The Oklahoma theme night would take similar advantage of the obvious dress and food opportunities.

Now that the basic plan for advertising and promoting ticket sales to both shows, in addition to Cats and Jesus Christ Superstar, is completed we will be turning our attention to preparing the plan for executing the theme nights.



Barry Sheisinger
DIRECTOR OF MARKETING AND SALES

BS/cb



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

MEMO TO: Hamilton Place Committee
FROM: Thomas B. Burrows
Director, Hamilton Place
DATE: April 23, 1990
SUBJECT: Theatre Survey Re: Smoking Policies

We have requested information from eight performing arts theatres/complexes. A full report will be issued when all responses have been received.

The following is available for your information:

O'Keefe Centre, Toronto:

- Smoking and non-smoking areas are signed and are divided approximately 50% for each designated area.
- The west side of each of three lobby areas is designated for smoking.
- There is no physical separation and no separate exhaust or ventilation systems are employed.

Roy Thomson Hall, Toronto:

- Smoking and non-smoking areas are signed; stanchions and ropes are used to define areas.
- One of the four corners of public space is set aside for non-smokers, approximately 25% of available public space.
- There is no physical separation and no separate air exchange system.

Centre in the Square, Kitchener:

- The "front lobby, non-carpeted, is designated for smokers; it is approximately 25% of the public area.
- Two side lobbies are signed non-smoking.
- There is no effective physical separation and no separate air exchange system.

Pantages Theatre, Toronto:

- All public areas inside are non-smoking.
- The area between the street doors (two entrances) and the lobby access doors are signed for smokers.

NOTE: Policies for the Royal Alexandra, the National Arts Centre, the Grand in London and the theatre in Brantford will be submitted as soon as received. All theatres listed are complying with provincial legislation regarding Smoking in the Workplace.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

MEMO TO: Hamilton Place Committee
Operations Committee
Finance and Administration Committee

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: April 23, 1990

SUBJECT: Smoking Area, Hamilton Place

- As instructed, an on-site meeting was held with Mr. Steve Dembe of the City of Hamilton, Mr. John Crane, Mr. Brad Calder and Ms. Pat Bennett, HECFI Board Secretary, concerning: creation of a smoking area for patrons in Hamilton Place public areas in keeping with the 40% guideline that will meet all requirements of applicable legislation.

- Mr. Dembe's letter of April 5, 1990 (attached) states that creation of a smoking area in the Piano Nobile will require that a section be closed off with a door to enter and leave the area and that the "room" must have its own air intake and exhaust system.

- Mr. Crane and Mr. Calder are preparing specifications that may be used to prepare tender documents for the work.

- Two items of cost must be estimated: 1) creation of an entrance to the smoking area, and 2) a change to the existing system to create ventilation of two separate areas. Mr. Crane has said that the cost could be as much as \$25,000.

- It is suggested that the report, when complete, be submitted to the Operations Committee and/or the Board at the discretion of the Managing Director.

Thomas B. Burrows
Director, Hamilton Place

APR 6 1990

Corporation of the City of Hamilton

Memorandum

TO: Mr. T. Burrows
Director, Hamilton Place

YOUR FILE:

FROM: Mr. S. J. Dembe
Manager, Licence Division

OUR FILE:
PHONE: 546-2752

SUBJECT: Smoking In The Workplace

DATE: 1990 April 5

This is in response to our attendance at Hamilton Place on March 9, 1990, at which Mr. L. Staley, Smoking Control Officer, and I were to determine whether or not a designated smoking room could be provided in Hamilton Place.

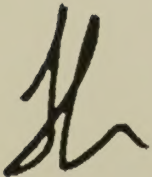
While there was discussion of a general nature about the entire facility, the specific issue which was addressed concerned whether or not a designated smoking room could be created in the "piano nobile".

Section 15(2) of By-law 80-258 which regulates Smoking in Public Places and, in particular, theatres and other places of public assembly, permits the proprietor of the place of public assembly to designate not more than 40% of the total floor area being used as a place of public assembly, for the purpose of smoking. This section of the By-law clearly would permit a smoking room.

Where part of an area is designated under Section 15(2), smoking shall be permitted in the area so designated and the proprietor of such enclosed area shall post one or more signs marked "smoking in this area only".

It would appear that a section of the piano nobile could be designated as a smoking area if the area was enclosed with access by means of a door.

If you require any further questions regarding the above, please do not hesitate to call me.



5.3.1 Hamilton Place Committee Minutes of March 22, 1990

HAMILTON PLACE COMMITTEE
Thursday, March 22, 1990
8:00 A.M.
Hamilton Place Board Room

REGULAR MINUTES

PRESENT: Alderman H. Merling, Chairman
Mrs. M. Dow, Vice Chairman
Alderman J. Gallagher
Alderman W. McCulloch
Alderman T. Jackson
Ms. A. VanDuzer

ALSO PRESENT: Mr. G. Macaluso
Mr. T. Burrows
Mr. B. Snetsinger
Mr. J. Leuser

1. Chairman's Remarks

The Chairman called the meeting to order at 8:20 a.m.

2. Correspondence

MOVED by Alderman Gallagher, seconded by Mrs. Dow that

CORRESPONDENCE DATED MARCH 6, 1990 FROM THE CANADIAN
FOOTBALL LEAGUE EXPRESSING APPRECIATION TO MANAGEMENT
AND STAFF FOR THEIR ASSISTANCE DURING THE 1990 DRAFT.

MOTION CARRIED.

3. Minutes of Hamilton Place Committee Meeting Held
February 22, 1990

MOVED by Mrs. Dow, seconded by Ms. VanDuzer that

THE REGULAR MINUTES OF FEBRUARY 22, 1990 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Facility Director's Report

During discussion of the Director's Report it was agreed that the Piano Nobile should not be designated as a work place but rather as a restaurant area. It was acknowledged that it is not feasible to enclose a portion of the Great Hall Lobby but consideration will be given to allocating a space between the glass doors as a smoking area. It was

MOVED by Alderman Gallagher, seconded by Mrs. Dow that

THE DIRECTOR'S REPORT BE RECEIVED; and

THAT MANAGEMENT BE DIRECTED TO SURVEY OTHER THEATRES IN RESPECT OF THE PROVISION OF DESIGNATED SMOKING AREAS.

MOTION CARRIED.

5.2 Marketing Report

This report was discussed during the In-Camera Session.

6. New Business

6.1 H.E.C.F.I. Committee Structure

This report was discussed during the In-Camera Session.

7. Other Business

Nil

8. Date of Next Meeting

Thursday, April 26, 1990
8:00 A.M.
HAMILTON PLACE BOARD ROOM

9. Adjournment

MOVED by Alderman Gallagher, seconded by Alderman McCulloch that

THE REGULAR SESSION ADJOURN AT 8:30 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman H. Merling, Chairman

Patricia Bennett, Secretary

Division of Social Sciences
Federal Reserve
March 22, 1934
Washington, D.C.

2. Attachment
Letter to the Board of Governors
March 22, 1934
Washington, D.C.

3. The Federal Reserve Bank of New York
March 22, 1934
New York, N.Y.

4. The Federal Reserve Bank of Chicago
March 22, 1934
Chicago, Ill.

5. The Federal Reserve Bank of St. Louis
March 22, 1934
St. Louis, Mo.

6. The Federal Reserve Bank of Kansas City
March 22, 1934
Kansas City, Mo.

7. The Federal Reserve Bank of Dallas
March 22, 1934
Dallas, Tex.

8. The Federal Reserve Bank of San Antonio
March 22, 1934
San Antonio, Tex.

9. The Federal Reserve Bank of Austin
March 22, 1934
Austin, Tex.

10. The Federal Reserve Bank of Fort Worth
March 22, 1934
Fort Worth, Tex.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

CA4 ONHBL V89
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URBAN/MUNICIPAL
1990

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, June 15, 1990
8:00 A.M.**

**HAMILTON CONVENTION CENTRE
Room 314**

**ORDER OF BUSINESS
REGULAR AGENDA**

DECLARATION OF CONFLICT OF INTEREST

1. **Opening Remarks**
2. **Correspondence** Attachment 2
 - 2.1 May 25, 1990 Memorandum from
City of Hamilton : Rodeos in City
Owned Facilities
3. **Regular Minutes of May 18, 1990** Attachment 3
 - 3.1 Errors or Omissions
 - 3.2 Motion to Approve
4. **Business Arising From the Minutes**
5. **Committee Reports/Minutes**
 - 5.1 Finance and Administration Second Report Attachment 5.1
 - 5.1.1 Executive Committee Minutes of
May 9, 1990 Attachment 5.1.1

**Regular Agenda
June 15, 1990
Page Two**

- | | | |
|-------|---|------------------|
| 5.2 | Operations Committee First Report | Attachment 5.2 |
| 5.2.1 | Copps Coliseum Committee Minutes
of March 21, 1990 | Attachment 5.2.1 |
| 5.3 | Marketing and Sales Committee
First Report | Attachment 5.3 |
| 5.3.1 | Hamilton Place Committee Minutes
of April 26, 1990 | Attachment 5.3.1 |
| 5.3.2 | Hamilton Convention Centre Committee
Minutes of April 27, 1990 | Attachment 5.3.2 |

New Business

Other Business

Date of Next Meeting

July 20, 1990
8:00 A.M.
Hamilton Convention Centre
Room 314

Adjournment

June 7, 1990
Patricia Bennett
Secretary to the Board of Directors

OUTSTANDING BUSINESS

1) Amalgamation of Arena\Trade Centre Foundation
and Hamilton Place Foundation

2. Correspondence

- 2.1 May 25, 1990 Memorandum from City of Hamilton :
Rodeos in City Owned Facilities

Corporation of the City of Hamilton

Memorandum

TO: Mrs. P. Bennett
Secretary, HECFI Board of Directors

YOUR FILE:

FROM: Mr. John Thompson, Secretary
Finance & Administration Committee

OUR FILE:
PHONE: 546-2747

SUBJECT: RODEOS IN CITY OWNED FACILITIES

DATE: 1990 May 25

With reference to your inquiry of 1990 February 27 regarding the subject matter, attached is a copy of a memorandum from Philip R. A. Hooker, Manager of Legal Services, dated 1990 April 18, advising that the wording of the resolution recently adopted by City Council "does not prohibit circus events in or on City-owned lands and facilities, including those specified."

I trust this will clarify the matter for the Board.

John Thompson/BC

Corporation of the City of Hamilton

Memorandum

APR 19 1990

TO: Mr. J. D. Thompson, Secretary
Finance & Administration Committee

YOUR FILE:

FROM: Philip R. A. Hooker
City Solicitor's Office

OUR FILE: 60-1/90.0(a)
PHONE: (416) 546-4684

SUBJECT: Rodeos

DATE: 1990 April 18

This is a reply to your memorandum of April 4, 1990 and HECFI attachment dated February 27, 1990, the latter inquiring "whether there are restrictions on any other events/performances which may involve animals in City-owned facilities, i.e. circuses".

The actual Council resolution (Item 8, 4th Report of your Finance & Administration Committee) adopted on February 13, 1990 reads:

"8. That a policy be adopted to prohibit the holding of rodeos and wild west shows in all City-owned lands and facilities including but not limited to Copps Coliseum, Mountain Arena and the Convention Centre".

It seems to me that all that is prohibited by the policy in the resolution are actual "rodeos, wild west shows" - and there should be no dispute over the meaning of these words - and, impliedly, anything resembling them, e.g. Calgary Stampede-type events.

The resolution wording does not prohibit circus events in or on City-owned lands and facilities, including those specified.

Patricia Bennett's inquiry was limited to circuses by her use of the abbreviation i.e. (id est, that is).

The only other material I have re animals in City facilities is my letter of February 9, 1990 to Alderman J. Gallagher, copy of letter enclosed.

This led to a discussion with Sampson the Bear's manager and the immediate cessation of its activity of wrestling with paying customers/ordinary members of the public attending Copps Coliseum.

I hope this helps you.

PRAH:sr
Att.

Philip R. A. Hooker
Philip R. A. Hooker
Manager of Legal Services

Corporation of the City of Hamilton

Memorandum

TO: Alderman J. Gallagher

YOUR FILE:

FROM: Philip R.A. Hooker
Acting City Solicitor

OUR FILE: 60-1/90.1

SUBJECT: Wrestling Bear at Copps Coliseum
(Sportsman's Show)

DATE: 1990 February 9

On February 9th, 1990, you called and advised me that you were reliably informed that:

1. Right now, (10:30 a.m.), at the Copps Coliseum, there is a bear weighing 750 lbs., defanged and declawed. (The Sportsman's Show is currently an attraction.)

2. Someone at the Sportsman's Show is inviting members of the public to wrestle with the bear for some reason, presumably for crowd entertainment.

3. You have concerns about the possibility of liability claims against the City (and H.E.C.F.I.?) if someone is seriously hurt by wrestling with the bear. #You inquired whether the claims could be in the millions of dollars.

4. You were going to check the facts personally on site.

My reply is as follows:

1. This opinion is given to you as a member of City Council, not you as Chairman of H.E.C.F.I., since this department does not act as legal counsel to H.E.C.F.I., a corporation independent and distinct from The Corporation of the City of Hamilton, which latter owns the land and buildings run and operated by H.E.C.F.I. Therefore, you should also, as H.E.C.F.I. Chairman, seek H.E.C.F.I.'s own lawyers' opinion.

Nevertheless, if injury resulted to someone in this fact situation, notwithstanding section 33 of The City of Hamilton Act, 1985 (to the effect that claims arising as a result of H.E.C.F.I.'s operations "shall be made upon and brought against the [H.E.C.F.I.] corporation and not upon or against the City,") I expect an injured plaintiff would also sue the City corporation as owner of the Copps Coliseum facility.

2. Regardless whether the bear has no teeth or claws, as you pointed out, it could twist a person's arms, head, limbs or back, perhaps resulting in permanent injury or paralysis. In this regard, please view pages 1 and 2 of the February 9th, 1990 (today's) Spectator respecting the football injury trial decision, in which the claim was that the Hamilton Board of Education and various first aiders were negligent in the context of high school football games and that their negligence led to a young man's permanent paralysis, from the chest down: the trial court dismissed the case, finding that there was no negligence. However, had the Judge found there was negligence, the various defendants would have had to pay out millions of dollars in damages to the injured plaintiff.

3. In addition to its possibly mauling persons, the sheer weight of the bear (over 700 lbs.) could lead to the crushing of a person and resulting severe injuries and astronomical financial damages claims.

4. Given all the above facts, if the City allows this human/bear wrestling to continue in its facility, albeit managed by H.E.C.F.I., and should injuries therefrom result to a member of the public, the case would be difficult or impossible for the City to defend, in my opinion, which I will also be checking with our litigation counsel, Mr. P. Barkwell.

If the City could not properly defend its role herein, i.e. as building owner, knowingly allowing the bear wrestling to go on, despite the risks of possible injury and high claim exposure, a judgment would be found against the City proportionate to the degree and permanence of the injury, which judgment could well be in the millions of dollars, along with very high court costs against the City.

I trust this answers your inquiry.

I suggest that the bear wrestling be stopped immediately.

You should, I repeat, also have H.E.C.F.I. check my advice with H.E.C.F.I.'s own solicitors.

Philip R.A. Hooker
Philip R.A. Hooker
Acting City Solicitor

PRAH:dc

c.c. Mr. E.C. Matthews, City Treasurer
Chairman, Insurance Committee

c.c. Mr. P.A. Barkwell
Litigation Counsel

P.S. Our best information is that H.E.C.F.I. is insured under
— the City's umbrella liability policy, with a two million
deductible, and further, that, in practice, claims
against H.E.C.F.I. are paid by the City.

P.H.

P.H.

1. The first part of the report deals with the general situation of the country and the position of the various groups of the population.

2. The second part of the report deals with the economic situation of the country and the position of the various groups of the population.

3. The third part of the report deals with the social situation of the country and the position of the various groups of the population.

4. The fourth part of the report deals with the cultural situation of the country and the position of the various groups of the population.

5. The fifth part of the report deals with the political situation of the country and the position of the various groups of the population.

6. The sixth part of the report deals with the international situation of the country and the position of the various groups of the population.

7. The seventh part of the report deals with the future of the country and the position of the various groups of the population.

8. The eighth part of the report deals with the conclusion of the report and the position of the various groups of the population.

9. The ninth part of the report deals with the appendix of the report and the position of the various groups of the population.

10. The tenth part of the report deals with the bibliography of the report and the position of the various groups of the population.

11. The eleventh part of the report deals with the index of the report and the position of the various groups of the population.

12. The twelfth part of the report deals with the conclusion of the report and the position of the various groups of the population.

13. The thirteenth part of the report deals with the appendix of the report and the position of the various groups of the population.

14. The fourteenth part of the report deals with the bibliography of the report and the position of the various groups of the population.

5.1

Finance and Administration Committee
Second Report of 1990



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**FINANCE AND ADMINISTRATION COMMITTEE
SECOND REPORT OF 1990**

The Finance and Administration Committee presents its **SECOND** Report from its meeting held June 6, 1990. The following items were reviewed/received and are submitted for information:

- (i) The Consolidated Unaudited Operating Results for the Four Month Period Ended April 30, 1990 for H.E.C.F.I.
- (ii) The Consolidated Unaudited Operating Results for the Four Month Period Ended April 30, 1990 for C.U.P.

Respectfully submitted,

Frank DeNardis, Chairman

pb

Patricia Bennett, Secretary

5

RECEIVED BY THE SECRETARY OF THE
NAVY DEPARTMENT

The following is a list of the names of the persons who have been appointed to the various positions in the Navy Department, and the date of their appointment.

- 1. The Secretary of the Navy Department, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 2. The Assistant Secretary of the Navy Department, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 3. The Chief Clerk of the Navy Department, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 4. The Chief of the Bureau of Naval Construction, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 5. The Chief of the Bureau of Naval Ordnance, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 6. The Chief of the Bureau of Naval Supplies, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 7. The Chief of the Bureau of Naval Medicine, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 8. The Chief of the Bureau of Naval Education, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 9. The Chief of the Bureau of Naval Engineering, Mr. J. D. Long, was appointed on the 1st of January, 1892.
- 10. The Chief of the Bureau of Naval Architecture, Mr. J. D. Long, was appointed on the 1st of January, 1892.

Very respectfully,
J. D. Long

J. D. Long

John D. Long, Secretary

J. D. Long

John D. Long, Secretary

Information Item (i)

- (i) The Consolidated Unaudited Operating Results for the
Four Month Period Ended April 30, 1990 for H.E.C.F.I.



Hamilton
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and Convention
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101 York Boulevard
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Tel. 416/527-7900

FOR INFORMATION

MEMO TO: FINANCE AND ADMINISTRATION COMMITTEE

FROM: Mr. J. Leuser, C.A.
Director
Finance and Administration

DATE: May 30, 1990

SUBJECT: APRIL FINANCIAL RESULTS - HECFI

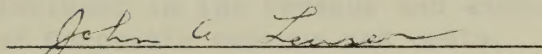
RECOMMENDATION

That the report on April Financial Results for HECFI be received as information.

BACKGROUND

Attached are the monthly summaries showing the financial results for the four month period ended April 30, 1990.

Please note that comparable numbers for 1989 cannot be shown since they are not available. Due to the implementation of a new computerized accounting system at City Hall in 1989, reports were not available until June 30, 1989. Thus, we are unable to present 1989 comparatives until the period ended June 30, 1990 which will be available for the August committee meeting.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

Attachments

**The Hamilton Entertainment
and Convention Facilities Inc.**

**Consolidated (i.e. Combined Results For Three Facilities)
Summary of Revenue and Expenditures
For the Four Month Period Ended
April 30, 1990**

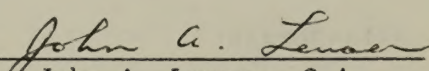
	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favorable <Unfavorable> <u>Budget Variance</u>
Revenue	\$2,540,388	\$2,476,670	\$ <63,718>
Expenditures	<u>3,391,226</u>	<u>3,176,570</u>	<u>214,656</u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 850,838</u>	<u>\$ 699,900</u>	<u>\$ 150,938</u>

Comments:

HECFI's under expended municipal contribution for the four month period ended April 30, 1990 was \$150,938 (see row 3, column 3 above). This represents a decrease of \$47,782 in the year to date under expended municipal contribution as reported previously, effective March 31, 1990.

An analysis of the under expended municipal contributions for each facility/division is attached for your information.

Please note that it is the policy of the City of Hamilton not to charge its departments and its related boards and commissions with their interest and debenture costs nor with their utility charges. Accordingly, these financial statements do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Attachments

Hamilton Convention Centre

Summary of Revenue and Expenditures For the Four Month Period Ended April 30, 1990

	(1) Budget	(2) Actual	(3) Favorable <Unfavorable> Budget Variance
Revenue	\$1,068,884	\$1,098,886	\$ 30,002
Expenditures	<u>1,311,761</u>	<u>1,257,547</u>	<u>54,214</u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 242,877</u>	<u>\$ 158,661</u>	<u>\$ 84,216</u>

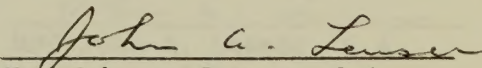
Comments:

The Hamilton Convention Centre realized for the four month period ended April 30, 1990 an under expended municipal contribution of approximately \$84,216 (see row 3, column 3 above). This represents a decrease of \$2,975 in the under expended municipal contribution for the year to date period as a result of April's operations.

The \$2,975 over expended municipal contribution for the month of April arose primarily as a result of actual retroactive pay equity payments slightly exceeding the amount accrued in the March financial statements.

The \$84,216 under expended municipal contribution for the four month period arose as a result of actual revenues exceeding budget by \$30,002 while expenditures, including the Corporate allocation, were controlled.

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Hamilton Place Theatre

Summary of Revenue and Expenditures For the Four Month Period Ended April 30, 1990

	(1) Budget	(2) Actual	(3) Favorable <Unfavorable> Budget Variance
Revenue	\$ 627,907	\$514,230	\$<113,677>
Expenditures	<u>1,079,413</u>	<u>940,552</u>	<u>138,861</u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 451,506</u>	<u>\$426,322</u>	<u>\$ 25,184</u>

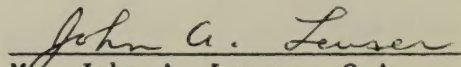
Comments:

For the four month period ended April 30, 1990, Hamilton Place Theatre realized an under expended municipal contribution of approximately \$25,184 (see row 3, column 3 above). This represents an increase of \$900 in the under expended municipal contribution for the year to date as a result of April's operations.

The under expended municipal contribution of \$900 for April arose primarily from below budget maintenance and stage property expenditures.

The under expended municipal contribution of \$25,184 for the month period arose primarily from the net cost allocation from Corporate being under budget by \$22,128.

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Copps Coliseum

Summary of Revenue and Expenditures For the Four Month Period Ended April 30, 1990

	(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favorable <Unfavorable> <u>Budget Variance</u>
Revenue	\$ 843,597	\$863,554	\$ 19,957
Expenditures	<u>1,000,052</u>	<u>978,471</u>	<u>21,581</u>
Excess of Expenditures Over Revenue From Operations	<u>\$ 156,455</u>	<u>\$114,917</u>	<u>\$ 41,538</u>

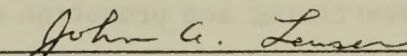
Comments:

For the four month period ended April 30, 1990, Copps Coliseum realized an under expended municipal contribution of approximately \$41,538 (see row 3, column 3 above). This represents a decrease of \$45,707 in the under expended municipal contribution for the year to date period as a result of April's operations.

The over expended municipal contribution of \$45,707 for the month of April arose as a result of the number of actual performances being less than the number budgeted (2 vs 5).

The under expended municipal contribution of \$41,538 for the four month period arose primarily from the net cost allocation from Corporate being under budget by \$56,971.

Included in the revenue and expenditures totals above are an applicable share of Corporate revenue and costs.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Corporate

Summary of Revenue and Expenditures For the Four Month Period Ended April 30, 1990

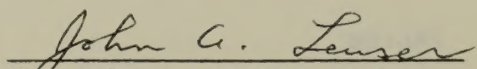
	(1) Budget	(2) Actual	(3) Favorable <Unfavorable> Budget Variance
Revenue	\$186,046	\$212,090	\$ 26,044
Expenditures	<u>878,004</u>	<u>797,829</u>	<u>80,175</u>
Excess of Expenditures Over Revenue From Operations	\$691,958	\$585,739	\$106,219
Allocation of Net Costs to:			
Hamilton Convention Centre	224,054	196,934	27,120
Hamilton Place	238,405	216,277	22,128
Copps Coliseum	<u>229,499</u>	<u>172,528</u>	<u>56,971</u>
Net Costs	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>

Comments:

For the four month period ended April 30, 1990, the Corporate Division realized an under expended municipal contribution of approximately \$106,219 (see row 3, column 3 above). This represents a decrease of \$8,027 in the under expended municipal contribution for the year to date period as a result of April's operations.

The \$8,027 over expended municipal contribution for the month of April arose primarily due to lower than anticipated box office revenues (no ticketed events in April at Copps Coliseum) and to higher than anticipated legal expenses.

The \$106,219 under expended municipal contribution for the four month period arose primarily from favorable box office operations and from below budget advertising and promotion expenditures.


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

Information Item (ii)

(ii) The Consolidated Unaudited Operating Results for the Four Month Period Ended April 30, 1990 for C.U.P.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: FINANCE AND ADMINISTRATION COMMITTEE

FROM: Mr. J. Leuser, C.A.
Director
Finance and Administration

DATE: May 30, 1990

SUBJECT: APRIL FINANCIAL RESULTS - CUP

RECOMMENDATION

That the report on April Financial Results for CUP be received as information.

BACKGROUND

Attached is a summary of CUP's financial results for the four month period ended April 30, 1990.

Please note that comparable numbers for 1989 cannot be shown since they are not available. Due to the implementation of a new computerized accounting system at City Hall in 1989, reports were not available until June 30, 1989. Thus, we are unable to present 1989 comparatives until the period ended June 30, 1990 which will be available for the August committee meeting.

Mr. John A. Leuser, C.A.
Director of Finance
and Administration

Attachments

:he

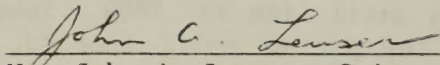
Central Utilities plant

Summary of Expenditures For The
Four Month Period Ended
April 30, 1990

Total Net Expenditures - Budget	\$935,790
Total Net Expenditures - Actual	<u>879,634</u>
Under Expended Municipal Contribution	<u>\$ 56,156</u>

The under expended municipal contribution of approximately \$56,156 for the four month period ended April 30, 1990 arose primarily due to:

- 1) salary, wage and benefit cost savings of \$32,710
- 2) energy management costs were \$10,000 under budget
- 3) actual maintenance and administrative costs were below budget


Mr. John A. Leuser, C.A.
Director of Finance
and Administration

:he

5.1.1

Executive Committee Minutes of May 9, 1990

FINANCE AND ADMINISTRATION COMMITTEE

Wednesday, May 9, 1990

12:30 p.m.

Copps Coliseum, Hamilton Room

REGULAR MINUTES

PRESENT: Mr. F. DeNardis, Chairman
Mr. W. McFarland, Vice-Chairman
Alderman J. Gallagher
Ms. A. VanDuzer

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Ms. P. Bennett

REGRETS: Mayor R. Morrow
Alderman T. Jackson
Alderman W. McCulloch

1. Chairman's Remarks

The Chairman called the meeting to order at 12:45 p.m. Mr. DeNardis stated that he looked forward to working with the new Committee under the revised, functional, system.

Alderman Gallagher noted that two senior staff members were present (Messrs. Macaluso and Leuser) and that Facility Directors/Department Heads who would have been in attendance under the previous system, were not required to attend. The Committee agreed that this was a positive aspect of the new Committee structure in that staff members will be required to attend Committee meetings on an "as required" basis only.

The CEO advised that Facility Directors and the Operations Manager of the Convention Centre will continue to receive copies of all Board Committee agendas.

2. Correspondence

Nil

3. Minutes of Executive Committee Meeting of April 11, 1990

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF APRIL 11, 1990 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Consolidated Unaudited Operating Results for the Three Month Period Ended March 31, for H.E.C.F.I.

The Committee received for information the Consolidated Unaudited Operating Results for the Three Month Period Ended March 31, for H.E.C.F.I. It was

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE SUMMARY OF REVENUE AND EXPENDITURES BE AMENDED TO INCLUDE A STATEMENT OF CORPORATE REVENUE, EXPENDITURES AND THE APPORTIONMENT TO THE THREE FACILITIES.

MOTION CARRIED.

Discussion ensued regarding the use of brackets and their various meanings, depending upon their use. The Director of Finance will review the current format and consider the use of a more defined title for column three (3).

The Director of Finance reported that the Hamilton Place and Hamilton Convention Centre Committees had requested the incorporation of a fourth column which provided the previous year's actuals and the addition of a brief note explaining the net figures.

5.2 Audit Committee Meeting Follow-Up Reports

The Audit Committee Follow-Up Reports were referred to the In-Camera Agenda.

6. New Business

6.1 Meeting Schedule : Finance and Administration Committee

MOVED by Alderman Gallagher, seconded by Ms. VanDuzer that

THE FINANCE AND ADMINISTRATION COMMITTEE ASSUME THE 1990 MEETING SCHEDULE ESTABLISHED BY THE FORMER EXECUTIVE COMMITTEE.

MOTION CARRIED.

6.2 1990 Capital Projects : Hamilton Convention Centre

MOVED by Alderman Gallagher, seconded by Ms. VanDuzer that

APPROVAL BE GIVEN TO PROCEED WITH THE 1990 CAPITAL PROJECT "EQUIPMENT AND RENOVATIONS" IN THE AMOUNT OF \$62,000. AS PROVIDED FOR IN THE 1990 - 1994 CAPITAL BUDGET PROGRAM; and

THAT FUNDING BE ALLOCATED FROM H.E.C.F.I.'S RESERVE FUND FOR CAPITAL PROJECTS.

MOTION CARRIED.

7. Other Business

Nil

8. Date of Next Meeting

Wednesday, June 6, 1990
12:30 p.m.
Copps Coliseum, Hamilton Room

9. Adjournment

The meeting adjourned at 1:45 p.m.

TAKEN AS READ AND APPROVED

Mr. Frank DeNardis, Chairman

Patricia Bennett, Secretary

5.2

Operations Committee First Report of 1990



OPERATIONS COMMITTEE FIRST REPORT OF 1990

The Operations Committee presents its **FIRST** Report from its meeting held May 23, 1990 and respectfully recommends the following:

1. Capital Budget Items 1990 : Hamilton Place

THE APPROVAL BE GIVEN TO PROCEED WITH TENDER CALLS FOR THE FOLLOWING CAPITAL BUDGET ITEMS:

- (i) GREAT HALL STAGE LIGHTS AND DIMMING CONTROL WITH FUNDING IN THE AMOUNT OF \$160,000. TO BE ALLOCATED FROM THE H.E.C.F.I. RESERVE ACCOUNT FOR CAPITAL PROJECTS; and**
- (ii) GREAT HALL BANNERS WITH FUNDING IN THE AMOUNT OF \$570,000. TO BE ALLOCATED FROM THE HAMILTON PLACE TICKET SURCHARGE RESERVE ACCOUNT.**

Note: Documentation attached.

2. Control of Interior Environment Conditions : Installation of a Heat Exchanger and Control Valve

THAT THE INSTALLATION OF A HEAT EXCHANGER AND CONTROL VALVE BE CONSIDERED AS A PROJECT FOR THE CENTRAL UTILITIES PLANT TO INCLUDE IN THE CAPITAL BUDGET (1991).

Note: Documentation attached.

3. Police Room

THAT FOLLOWING THE CONCLUSION OF THE 1991 LABATT BRIER THE SPACE PRESENTLY OCCUPIED BY THE BRIER ORGANIZERS BE DESIGNATED FOR USE BY THE REGIONAL POLICE; and

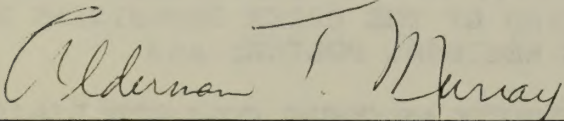
THAT THE SUPERVISOR OF SECURITY AT COPPS COLISEUM LIAISE WITH REGIONAL POLICE ON AN ONGOING BASIS TO ENSURE THAT SPACE IS ALLOCATED ON AN AD HOC BASIS, AS REQUIRED.

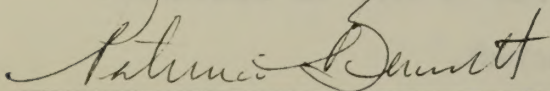
Note: Documentation attached.

The following items were received/reviewed by the Committee and are presented to the Board for information:

- (i) Correspondence.
- (ii) Client Evaluations : Comment Cards.
- (iii) The Status Report on Confirmed Events/Performances at Copps Coliseum, June - September, 1990 (copy attached to Marketing and Sales Report).
- (iv) Monthly Calendar of Events, Hamilton Place (copy attached to Marketing and Sales Report).
- (v) Management was requested to present reports on the following:
 - Crowd Control : Copps Coliseum - addressing the problem of crowd control on the concourse level during sell-out events;
 - Signage - outlining alternatives in respect of the installation of location signage in the interior of the arena;
 - Security - Hamilton Convention Centre and Hamilton Place - outlining the feasibility of utilizing H.E.C.F.I. full-time security staff for events at the Hamilton Convention Centre and Hamilton Place while the contracted security companies would be responsible for the facility(ies) security.
- (vi) It was agreed that the Operations Committee would assume the schedule previously established for the Copps Coliseum Committee.

Respectfully submitted


Alderman T. Murray, Chairman


Patricia Bennett, Secretary

Item #1

1. Capital Budget Items 1990 : Hamilton Place

FOR INFORMATION
or
FOR ACTION

MEMO TO: OPERATIONS COMMITTEE

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. Thomas Burrows
Director
Hamilton Place

DATE: May 17, 1990

SUBJECT: GREAT HALL BANNERS -
GREAT HALL STAGE LIGHTING: APPROVAL REQUESTED
TO TENDER

RECOMMENDATION: THAT approval be given to proceed with Tender Calls for the following Capital Budget items: 1) Great Hall Stage Lights and Dimming Control with funding in the amount of \$160,000 to be allocated from the HECFI Reserve Account for capital projects and 2) Great Hall Banners with funding in the amount of \$570,000 to be allocated from the Hamilton Place Ticket Surcharge Reserve Account.

BACKGROUND: Great Hall Stage Lights and Dimming Control \$160,000

The stage lights over the Great Hall auditorium have become worn out after seventeen years of continuous usage. In addition, the dimming controls for the Great Hall lights have become worn out over the past ten years of usage.

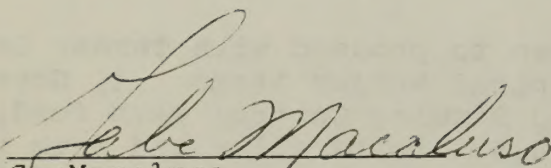
Great Hall Banners \$570,000

Consultants have advised that the mechanical system and the fabric for the banners must be replaced. They presently constitute a safety hazard to our staff and Great Hall audiences. The mechanical system that supports the Great Hall banners has become unsafe and must be replaced as they can no longer be raised or lowered. The banners are for acoustical purposes and are considered the primary element/device for properly tuning the Great Hall for performances by the H.P.O., Opera Hamilton, the Bach-Elgar Choir and the many other concerts that take place. Without the use of the banners, it is impossible to acoustically tune the Great Hall.

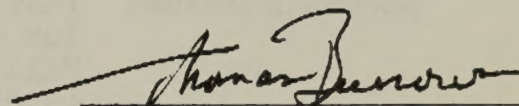
MEMO TO: OPERATIONS COMMITTEE

SUBJECT: GREAT HALL BANNERS -
GREAT HALL STAGE LIGHTING: APPROVAL REQUESTED
TO TENDER, cont'd.....

An amount of \$130,000 approved in 1989 for this project
will be carried forward in 1990.



G. Macaluso
Managing Director/CEO



Thomas Burrows
Director
Hamilton Place

Item #2

**2. Control of Interior Environment Conditions : Installation
of a Heat Exchanger and Control Valve**



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: OPERATIONS COMMITTEE

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 15, 1990

SUBJECT: CONTROL OF INTERIOR ENVIRONMENT CONDITIONS :
INSTALLATION OF A HEAT EXCHANGER AND CONTROL
VALVE

RECOMMENDATION

THAT THE INSTALLATION OF A HEAT EXCHANGER AND CONTROL VALVE BE CONSIDERED AS A PROJECT FOR THE CENTRAL UTILITIES PLANT TO INCLUDE IN THE CAPITAL BUDGET (1991).

- The foregoing recommendation was presented and endorsed by the Hamilton Convention Centre Committee at its April 27, 1990 meeting.
- The Finance and Administration Committee, at its meeting held April 27th, referred the recommendation to the Operations Committee.
- Background documentation is attached.

Gabe Macaluso
Managing Director/CEO



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: April 17, 1990

FOR ACTION X

FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Control of Interior Environment Conditions

RECOMMENDATION: THAT THE INSTALLATION OF A HEAT EXCHANGER AND CONTROL VALVE
BE CONSIDERED AS A PROJECT FOR THE CENTRAL UTILITIES PLANT TO
INCLUDE IN THE CAPITAL BUDGET (1991)

BACKGROUND:

Attached for the information of the Committee is a detailed report from Mr. Brad Calder, Manager of Plant and Building Operations, which outlines the present system of air handling, as well as the problems that can exist between seasons, namely during March and October.

The report indicates that the installation of a heat exchanger, control valve and piping would assist in the controlling of temperature during these transition periods. The cost of installation is approximately \$50,000.00. Energy savings in the amount of \$6,000.00 annually are anticipated once the installation is complete.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

TO : Mr. S. Dockman,
Operations Manager, Hamilton Convention Centre

FROM : Mr. B. Calder,
Manager of Plant & Building Operations,
Copps Coliseum

DATE : 1990 April 13

SUBJECT : **HAMILTON CONVENTION CENTRE - Between Season Cooling**

In response to your memorandum dated 1990 March 23, I provide the following information respecting possible ways to circumvent the effects, i.e. interior air temperature of unpredictable weather conditions.

Background

The mechanical air handling systems located within the Convention Centre filter, distribute, return and recirculate conditioned air so as to provide the desired interior environmental conditions. Exterior fresh air is introduced into this cycle to satisfy make up air requirements.

These fan systems which include sixteen (16) supply air and sixteen (16) return air fans, service specific areas of the complex.

Unpredictable weather conditions resulting in warm spells and most frequently occurring in March and October, can contribute to an increase in the interior building temperature and humidity during these times. In addition, the fact that mechanical cooling is not in operation at these particular times of the year, makes it difficult to control and produce an ideal level of interior comfort.

During March and October, when interior cooling is required, the building ventilation systems must rely on exterior fresh air to produce this effect. When this exterior air is warmer than 16C (61 degrees F) it becomes increasingly difficult to achieve and maintain the desired interior air temperature of approximately 22C (72 degrees F). The interior heat sources, i.e. building occupants and activity, lighting, office equipment, etc., cannot be offset by the introduced supply air and consequently, interior temperatures increase gradually throughout the day.

Conclusions

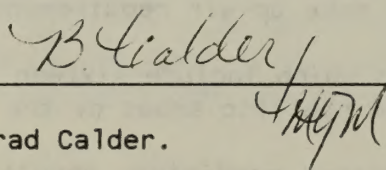
The most effective method of reducing interior air temperatures apart from mechanical cooling, is to control and reduce internal heat sources. Retrofitting of lighting systems whereby 150W incandescent fixtures are replaced with 17W mini fluorescent tubes and 40W fluorescent tubes are downsized to 34W, can contribute significantly to the control of heat sources. We are presently undertaking such lighting conversions.

Free cooling, whereby cool water is produced from the circulation of water through the C.U.P. cooling towers so as to produce chilled water, can also be very effective providing exterior air temperatures do not exceed 18C (66 degrees F). To achieve "free cooling", a heat exchanger, control valve and piping would have to be installed at a cost of approximately \$50,000.00. Such an installation would also provide energy savings of approximately \$6,000.00 per annum due to the resulting delay in start up of the mechanical cooling equipment.

The installation of ceiling fans will contribute to the circulation of air, however they will not produce a significant cooling effect. A perception of cooling may be created by the movement of the fan and dispersed air. Aesthetically, such an installation may not be appealing.

I provide this information for your consideration.

BC:mgm


Brad Calder.

Item #3

3. Police Room

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY
FOR THE YEAR 1900

CHICAGO
PUBLISHED BY THE
UNIVERSITY OF CHICAGO PRESS
1901

THE UNIVERSITY OF CHICAGO PRESS
1207 EAST 57TH STREET
CHICAGO, ILL.

PRINTED BY THE UNIVERSITY OF CHICAGO PRESS



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **OPERATIONS COMMITTEE**

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 15, 1990

SUBJECT: **POLICE ROOM**

- At the request of the Chairman, Alderman Murray, management reviewed potential space at Copps Coliseum in respect of future use by the Regional Police Department as a holding room/administration area during events.
- Mr. J. Crane's April 25th, 1990 report is attached for the Committee's consideration.

Gabe Macaluso
Managing Director/CEO



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

April 25, 1990.

Mr. Gabe Macaluso,
Managing Director/CEO,
HECFI.

Dear Gabe:

Subject: Police Holding Area/Office - Copps Coliseum

Pursuant to your memorandum addressed to me dated April 18, 1990, with respect to a holding room/administration area for the Hamilton-Wentworth Regional Police Department, I submit the following report.

I spoke with Inspector John Gruhl on April 25, 1990 and he indicated to me that at peak times, such as the recent Grateful Dead concerts, they would require approximately 500 square feet of space. He also indicated that the preferred location is the area presently occupied by the 1991 Hamilton Brier Committee. This area would provide them with direct access through the Coliseum administration offices, an outside door leading to the exterior for dispatch purposes and a stairwell leading to the concourse level.

Given the above information with respect to space requirements, I would suggest the following options be considered for a holding area/office for the police department:

- (a) a room which is now part of the space being occupied by the 1991 Hamilton Brier; this space is fully developed and will become available in May 1991;
- (b) the office space now occupied by TicketMaster; this space is short of 500 square feet, however it would meet the requirements of the police department 90% of the time; the access, which is very important, would meet the criteria of Inspector Gruhl; this space is also in a finished state and ready for occupancy;
- (c) develop an area just to the east of the Brier offices on the other side of the stairwell leading to the concourse; at the present time this is raw space and would cost between \$140. to \$180. per square foot to develop; it would also encroach on the space we have set aside for the N.H.L. administration offices;

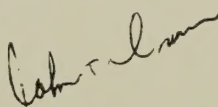
- (d) develop a section in the retail area on the south side of Copps Coliseum; there would not be direct access to the arena or concourse levels from this location;
- (e) relocate Volume Food Services administration staff to another location, probably on the west side of the arena level; this would mean developing an area similar to what they presently occupy; however, once the N.H.L. arrives I believe that a location such as that would be required for a kitchen area for the preparation and distribution of food to private boxes, arena level receptions, club lounge, etc.

The above are options for space locations which could be considered for a holding area/office for the police department. Inspector Gruhl indicated to me that the police department do not have funds to develop space of this kind and would expect H.E.C.F.I. to provide this space in order for them to discharge their responsibilities on behalf of the Coliseum.

The two areas which are presently developed are the space occupied by the Brier Committee and by TicketMaster. As stated, the unfinished space will cost between \$140. to \$180. per square foot to construct.

I hope this information is sufficient for you to decide on a holding area/office for the police department.

Yours truly,



John T. Crane,
Director.

JTC:mgm

cc: Ms. P. Bennett, Legislative Assistant ✓
Mr. W. Fletcher, Supervisor, Security

Information Item (i)

(i) Correspondence



Good Shepherd Centres

Mending hope, lives and families

~ Charity Unlimited ~

MAY 03 1990

April 27, 1990

Hamilton Convention Centre
115 King Street West
Hamilton, ON
L8P 4T9

Dear Friends:

Peace be with you this Easter season.

On behalf of the Little Brothers of the Good Shepherd, the Staff, Volunteers and Guests of Good Shepherd Centre, thank you for your generous donation of food.

Your concern and support is greatly appreciated by us and it is only because of you that we are able to continue to provide food and clothing to those in need. Also, through your support we are able to provide shelter, whether it be temporary or more permanent housing for those who find themselves without a place to stay.

Thank you for caring enough to help us help our neighbours in need. May God bless you for your generous support.

Sincerely,

Sister Rita Bohnert, C.S.J.
Director, Men's Centre

/sc

Men's Centre
135 Mary Street,
Box 1003
Hamilton, Ontario L8N 3R1
528-9109

Women's Centre
Martha House
20 Emerald Street South
Hamilton, Ontario L8N 2V2
523-8895

Family Services
16 Eastwood Street,
Hamilton, Ontario L8H 6R7
549-1155

Information Item (ii)

(ii) Client Evaluations : Comment Cards



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **OPERATIONS COMMITTEE**

FROM: Mr. G. Macaluso,
 Managing Director/CEO

 Mr. J. Crane,
 Director, Copps Coliseum

DATE: 1990 May 17

SUBJECT: **COPPS COLISEUM - Client Evaluation/Comment Cards**

RECOMMENDATION:

For information purposes.

RECEIVED APR 2 5 1990

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Attention: Director
Tel. 416/527-7900

CLIENT EVALUATION

We very much appreciate if you would take the time to complete this questionnaire.

Your comments will assist us in reviewing our overall performance.

PROMOTER Ms. Barbara Milne, Co-ordinator, Mobile Clinics, CANADIAN RED CROSS

ADDRESS 400 King Street East, Hamilton, Ontario L8N 1C3

DATE OF EVENT "Blood Donor Clinic" - March 29, 1990

	Yes (Please check)	No	Comments
<u>BOOKING</u>			
Was the Sales Executive helpful?	☒	☐	
Were you given all details regarding rental rates and other costs?	☐	☐	N.A.
Do you feel the rates and costs are fair?	☐	☐	
Were the dates you wanted available?	☐	☐	
<u>BOX OFFICE</u>			
Was the Box Office Manager helpful?	☐	☐	N.A.
Were you given all details regarding Box Office fees and procedures?	☐	☐	
Was the service satisfactory?	☐	☐	
<u>EVENT CO-ORDINATION</u>			
Was the Events Manager/Assistant helpful?	☒	☐	
Was the service/co-operation satisfactory?	☒	☐	
Did you receive technical advice?	☒	☐	
Was the set-up satisfactory?	☒	☐	
<u>OPERATIONS</u>			
Was the building clean?	☒	☐	
Was the building temperature satisfactory?	☒	☐	
Were the dressing rooms satisfactory?	☐	☐	
Were the media/promoter rooms satisfactory?	☐	☐	
<u>SECURITY</u>			
Was the Security Supervisor helpful?	☒	☐	
Was the Security Entrance Guard helpful?	☒	☐	
Was the Building Security adequate?	☒	☐	
<u>SETTLEMENT</u>			
Was the Finance Director/Assistant helpful?	☐	☐	
Were all event costs itemized?	☐	☐	N.A.
Was the breakdown of costs satisfactory?	☐	☐	

GENERAL COMMENTS We were very pleased with the level of co-operation.

Everyone with whom we dealt was very helpful and ready to come up with quick, creative solutions to any problems that we had.

I would also like to mention that Volume Sales was extremely co-operative, providing service beyond the expected.



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Memorial Cup

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>Very much appreciated the genuine care & concern given by staff to the elderly & handicapped</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: Have one complaint - the terribly loud music at every stoppage of play in the hockey game. We come to see and participate in a hockey game - not to hear rock & roll music.

NAME: Dr & Mrs William Fowler

ADDRESS: #1218-125 Bamburgh Circle, Scarborough, Ont

PHONE NUMBER: (416) 498-1814

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Memorial Cup

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	Copps Coliseum is a very big and nice place. Staff was very friendly. Well put together event.
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☒	☐	

SUGGESTIONS: Keep up the good work

Thank you

NAME: Bryan A McComber

ADDRESS: 6498 Caswell St Niagara Fall Ont. L2S 1B9

PHONE NUMBER: 374-4913

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Memorial Cup

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☐	JE SUIS TRÈS CONTENTE PARCE QUE TOUTE EST BONNE. SUIVANT MON POUVOIR.
FACILITY	☐	☐	
CONCESSIONS	☐	☐	
OTHER	☐	☐	

SUGGESTIONS:

NAME: Bryan A McComber

ADDRESS: 6498 Caswell St Niagara Fall Ont. L2S 1B9

PHONE NUMBER: 374-4913

THANK YOU



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: MEMORIAL CUP

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☐	☒	
OTHER	☐	☐	

SUGGESTIONS: NO HAMBURGERS, FRIES,
PIZZA, CHOCOLATE BARS ETC.

NO MORE NEGATIVE COMMENTS,
IT'S DEPRESSING!!

NAME: _____

ADDRESS: KENNEDY TERRACE # 275 KENNETH

PHONE NUMBER: 894-1677 THANK YOU AVE KIT.

519



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: M CUP

DID YOU ENJOY THE EVENT? EXCELLENT

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>service is wonderful</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☒	

SUGGESTIONS: I think the staff at
the concessions deserve a
raise. I needed to hear how
much they get paid

NAME: Rev. D. Jones

ADDRESS: 261 Elm St. + Colborne

PHONE NUMBER: 1-416-873-3813 THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: MEMORIAL CUP

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	IN TIE GAME SUN
OTHER	☐	☐	May 6

SUGGESTIONS: A LOT OF PEOPLE DID NOT KNOW WHETHER TO STAY FOR THE BREAKER. SHOULD BE ANNOUNCED!

NAME: Wendy Taylor

ADDRESS: 60 PARKER CT.

PHONE NUMBER: _____

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Memorial Cup

DID YOU ENJOY THE EVENT? yes I did

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	Have the people
FACILITY	☒	☐	
CONCESSIONS	☒	☐	who carry around
OTHER	☒	☐	the food in every seat

SUGGESTIONS: Put some more clearer signs to event during periods like the loonie bin and have more seat contest,

NAME: N/A

ADDRESS: N/A

PHONE NUMBER: N/A

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Memorial Cup Kemloops vs

DID YOU ENJOY THE EVENT? yes Oshawa

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>Your concessions</u>
FACILITY	☒	☐	
CONCESSIONS	☐	☒	<u>stands did not</u>
OTHER	☐	☒	
SUGGESTIONS:	<u>stay open for an overtime series</u>		

NAME: Air Starckes

ADDRESS: 26 Kemloops Dr

PHONE NUMBER: 628-1111

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: MEMORIAL CUP

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: Restrooms are kept very clean.

NAME: Mississauga

ADDRESS: Mississauga

PHONE NUMBER:

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: MEMORIAL C&A

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☐	☒	COLD POPCORN
OTHER	☐	☐	
SUGGESTIONS:			NO HAMBURGERS

NAME: ROBIN MOREAU

ADDRESS: 122 WESTMOUNT KITCHENER

PHONE NUMBER: 745-6244

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Memorial Cup

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	Beautiful arena
CONCESSIONS	☒	☐	
OTHER	☒	☐	
SUGGESTIONS:			

NAME: Wilfred Lundy

ADDRESS: 873 Dundas Street West

PHONE NUMBER: 637-7926

THANK YOU

5.2.1.

Minutes of Copps Coliseum Committee Minutes of March
21, 1990

COPPS COLISEUM COMMITTEE
Wednesday, March 21, 1990
12:00 Noon
Hamilton Room

REGULAR MINUTES

PRESENT: Alderman T. Murray, Chairman
Mr. G. Kwiatowski, Vice Chairman
Alderman J. Gallagher
Alderman D. Agostino
Mrs. M. Dow
Mr. M. Ryder

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Crane
Mr. B. Snetsinger
Mr. J. Leuser

REGRETS: Mayor R. Morrow
Mr. W. McFarland

1. Chairman's Remarks

The meeting was called to order at 12:10 p.m.

2. Correspondence

MOVED by Alderman Gallagher, seconded by Mr. Ryder that

THE CORRESPONDENCE DATED JANUARY 31, 1990 FROM JANICE WHITE, UNITED WAY, AND FEBRUARY 14, 1990 FROM THE CANADIAN INTERNATIONAL HOCKEY COMMITTEE BE RECEIVED.

MOTION CARRIED.

3. Minutes of Previous Copps Coliseum Committee Meeting of February 21, 1990

MOVED by Mr. Kwiatowski, seconded by Mrs. Dow that

THE MINUTES OF PREVIOUS COPPS COLISEUM COMMITTEE MEETING OF FEBRUARY 21, 1990 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Report on Central Utilities Plant

The February 21, 1990 Report prepared by Messrs. Crane, Calder and DesNoyers was thoroughly reviewed. It was recognized that the original intent of the report was not to provide the Committee with the type of factual information it requires in order to base its decision with respect to the possible transfer to the City. It was

MOVED by Mr. Ryder, seconded by Alderman Gallagher that

THE FEBRUARY 21, 1990 CENTRAL UTILITIES REPORT BE REFERRED BACK TO MANAGEMENT TO BE REVISED IN A MANNER WHICH CLEARLY DELINEATES AND SEPARATES THE RESPONSIBILITIES OF THE CENTRAL UTILITIES PLANT FROM H.E.C.F.I. RESPONSIBILITIES;

THAT C.U.P. PERSONNEL BE IDENTIFIED; THAT WHERE STAFF RESPONSIBILITIES ARE DIVIDED BETWEEN C.U.P. AND H.E.C.F.I., THAT JOB PARAMETERS AND THE PERCENTAGES OF TIME ALLOCATIONS BE DOCUMENTED.

MOTION CARRIED.

It should be noted that office space, office equipment and supplies should also be taken into consideration in the development of the report.

During the discussion it was clarified that responsibility for the Central Utilities Plant was transferred from the City to H.E.C.F.I. in 1985 and that there is a full report available through the City Clerk's Department.

5. Reports

5.1 Marketing Reports

5.1.1 Status on Confirmed Events/Performances at
Copps Coliseum April - July, 1990

MOVED by Mr. Kwiatowski, seconded by Mr. Ryder that

**THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT
COPPS COLISEUM APRIL - JULY, 1990 BE RECEIVED.**

MOTION CARRIED.

5.1.2 Marketing Services Report

This was discussed during the In-Camera Session.

5.2 Facility Director's Report

Mr. Crane advised that this will be a very busy week at the Coliseum; the Greatful Dead appear Wednesday and Thursday, New Kids on the Block, Friday.

5.3 1989 Energy Consumption Report : C.U.P.

MOVED by Mr. Ryder, seconded by Mrs. Dow that

**THE 1989 ENERGY CONSUMPTION REPORT : CENTRAL UTILITIES
PLANT BE RECEIVED.**

MOTION CARRIED.

6. New Business

6.1 Comment Cards

During review of the Comment Cards the Director of Marketing and Sales was directed to review the possibility of: (i) installing a banner in time for the Memorial Cup; and (ii) installing a collage of event photographs.

It was clarified that the Facility Director routinely sends a 'thank-you' letter to each of those people who have completed a Comment Card. It was suggested that when a suggestion is implemented that complimentary tickets be sent as a token of appreciation.

6.2 1990 Capital Budget Projects : Copps Coliseum and CUP

MOVED by Mrs. Dow, seconded by Mr. Kwiatowski that

SUBJECT TO CITY COUNCIL APPROVAL OF THE COPPS COLISEUM AND CENTRAL UTILITIES PLANT 1990 - 1994 CAPITAL BUDGET PROGRAMME, APPROVAL BE GRANTED TO PROCEED, I.E. PREPARE SPECIFICATIONS AND DRAWINGS, ISSUE FOR TENDER WITH THE FOLLOWING 1990 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT;

Copps Coliseum

a)	Rink Level Exhibition Hall Exhaust	\$ 25,000.
b)	Display Advertising Panels	\$ 25,000.
c)	Feasibility Study and Engineering Design of Private Boxes	\$100,000.
	Subtotal:	<u>\$150,000.</u>

Central Utilities Plant

a)	City Hall - Fan Plenum Retrofit	\$ 20,000.
	Subtotal:	<u>\$ 20,000.</u>
	TOTAL:	<u>\$170,000.</u>

and

THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

6.3 H.E.C.F.I. Committee Structure

This issue was discussed during the In-Camera Session.

7. Other Business

8. Date of Next Meeting

Wednesday, April 25, 1990
12:00 Noon
Hamilton Room

9. Adjournment

MOVED by Mr. Ryder, seconded by Mr. Kwiatowski that

THE MEETING ADJOURN AT 3:47 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman T. Murray, Chairman

Patricia Bennett, Secretary

Office of the Secretary
Department of the Interior
Washington, D.C.

I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the matter mentioned therein.

Very respectfully,
Your obedient servant,

Very truly yours,

Very truly yours,

Very truly yours,

Very truly yours,

Very truly yours,

5.3

Marketing and Sales Committee First Report of 1990



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MARKETING AND SALES COMMITTEE FIRST REPORT OF 1990

The Marketing and Sales Committee presents its **FIRST** Report from its meeting held May 25, 1990 and respectfully recommends the following:

1. Events Tickets : Copps Coliseum and Hamilton Place

THAT THE DISTRIBUTION OF THE COMPLIMENTARY TICKET ALLOTMENT OF TWENTY-FOUR (24) TICKETS CURRENTLY MAINTAINED BY THE DIRECTOR OF COPPS COLISEUM BE TRANSFERRED TO THE DIRECTOR OF MARKETING AND SALES; and

THAT THE DISTRIBUTION OF FOUR (4) COMPLIMENTARY TICKETS, CURRENTLY MAINTAINED BY THE DIRECTOR OF HAMILTON PLACE AS PART OF THE HAMILTON PLACE COMPLIMENTARY TICKET ALLOTMENT, BE TRANSFERRED TO THE DIRECTOR OF MARKETING AND SALES.

Background:

- During the process of developing the original licence agreement for Copps Coliseum, H.E.C.F.I. maintained the right to utilize an allotment of complimentary tickets for marketing purposes. As a result a total of fifty (50) complimentary tickets were included in the licence agreement. These tickets were divided among the CEO, Director of Marketing and Director of Copps Coliseum (18, 16 and 16, respectfully). It should be noted that the responsibility for marketing and sales of Copps Coliseum was shared by the Directors of Marketing and Copps Coliseum at that time.
- When the Marketing and Sales Department was decentralized the tickets were divided between the CEO and the Director of Copps Coliseum (26 and 24 respectfully). Responsibility for marketing and sales was transferred to the Director of Copps Coliseum.

- When the Marketing and Sales Department was reorganized in 1989, sales and marketing responsibilities for Copps Coliseum were transferred to the Director of Marketing and Sales. Management therefore recommended that the Director of Marketing have the availability of complimentary tickets to Copps Coliseum events. It is understood that should the Director of Copps Coliseum require complimentary tickets for marketing purposes, that liaison with either the CEO or the Director of Marketing will fulfil the requirements.
- As the availability of complimentary tickets to Hamilton Place Theatre is limited to from four (4) to eight (8) (depending upon the event), management recommended that the Director of Marketing and Sales have access to four (4) complimentary tickets. It should be noted that promoters of Hamilton Place events have allocated twenty-four (24) tickets to be used for the working media/publicity. These tickets are controlled by the Manager of Marketing Services and the Director of Marketing and Sales in consultation with the Director of Hamilton Place Theatre.

2. Donated Wine Policy : Hamilton Convention Centre

THAT THE DONATED WINE POLICY, AS AMENDED, BE APPROVED:

1. DONATED WINE BE RESTRICTED TO THE FOLLOWING -
 - (i) CHARITABLE ORGANIZATIONS WITH A REGISTERED NUMBER;
 - (ii) NON-PROFIT ORGANIZATIONS WHOSE EFFORTS THE H.E.C.F.I. BOARD DEEMS TO HAVE A DIRECT BENEFIT TO THE COMMUNITY;
 - (iii) CIVIC FUNCTIONS, SPECIAL EVENTS, AND CONFERENCES HOSTED BY THE CITY OF HAMILTON.
2. ALL REQUESTS FOR DONATED WINE MUST BE IN WRITING AND RECEIVED PRIOR TO THE EVENT.
3. THE SOURCE OF THE WINE MUST BE INDICATED IN THE LETTER OF REQUEST, OR IN THE SUBSEQUENT RECOMMENDATION TO THE COMMITTEE.

4. THE WINE MUST BE DONATED FROM AN ONTARIO WINERY.
5. THAT A CORKAGE FEE IN THE AMOUNT OF \$2.00 PER BOTTLE BE CHARGED AT THE DISCRETION OF THE OPERATIONS COMMITTEE WHENEVER A REQUEST FOR DONATED WINE IS RECEIVED.

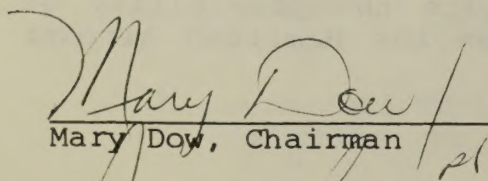
Note: Documentation is attached.

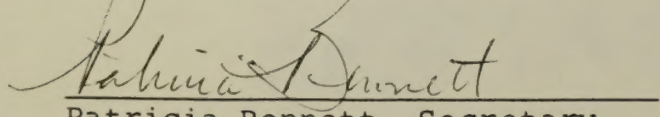
The following items were received\reviewed by the Committee and are presented to the Board for information:

- (i) Correspondence.
- (ii) Report, Status Report on Confirmed Events/Performances at Copps Coliseum : June - September, 1990.
- (iii) Report, Calendar of Events, Hamilton Place.
- (iv) Following discussion of a possible concert policy for Copps Coliseum, the issue of the Parent's Room was referred to the Operations Committee for its review and recommendations for improvement of the service.
- (v) Staff was directed to prepare a report on the feasibility of levying a patron surcharge on ticket admissions to Copps Coliseum.
- (vi) A report prepared by the McMaster Small Business Consulting Service on the economic impact of the Memorial Cup Hockey Tournament on the Region of Hamilton-Wentworth. It should be noted that Mr. Ryder declared a conflict of interest insofar as he is an associate of the McMaster Small Business Consulting Service.
- (vii) Staff was directed to investigate the possibility of advertising H.E.C.F.I. events on the Hamilton Airport Electronic Sign.

- (viii) Staff was directed to develop and circulate as soon as possible a flyer promoting the dinner theatre event(s) which identifies the type of theme to be incorporated with the event. The Committee received the Director of Marketing and Sales' May 24, 1990 report outlining the "...framework for the proposed test of the viability of running dinner theatre type theme nights in conjunction with events taking place at Hamilton Place theatre."
- (ix) The Director of Marketing circulated a mock-up of a proposed 'Entertainment Guide' concept which will eventually replace the Copps Coliseum newsletter and the monthly Hamilton Place subscription calendar.
- (x) A report from the Director of Marketing and Sales advising that the Marketing and Sales Department has undertaken a project to revise and upgrade all H.E.C.F.I. collateral materials.
- (xi) It was agreed that the Hamilton Place Ticket Surcharge reserve be utilized to facilitate the short term renovations in order to accommodate the Access Awareness Week for the Handicapped. As well, staff was directed to submit a full report to the Operations Committee.
- (xii) A report from the Director of Marketing and Sales which advised that H.E.C.F.I. had been chosen as "Corporation of the Month". The consensus of the Committee was that the promotion should be an "N.H.L. Month in Hamilton"; and that H.E.C.F.I. should not be mentioned during the promotion. The Committee directed that any promotion which involves H.E.C.F.I. must include all of the facilities in its campaign/demonstration.

Respectfully submitted


Mary Dow, Chairman


Patricia Bennett, Secretary

Item #2

#2

Donated Wine Policy



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **MARKETING AND SALES COMMITTEE**

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 15, 1990

SUBJECT: **DONATED WINE POLICY**

RECOMMENDATION:

1. THAT THE DONATED WINE POLICY, AS AMENDED, BE APPROVED; and
2. THAT A CORKAGE FEE IN THE AMOUNT OF \$2.00 PER BOTTLE BE CHARGED AT THE DISCRETION OF THE OPERATIONS COMMITTEE WHENEVER A REQUEST FOR DONATED WINE IS RECEIVED.

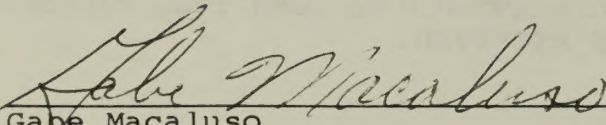
BACKGROUND:

- At the April 27, 1990 meeting of the Hamilton Convention Centre Committee the proposed "Donated Wine Policy" was received.
- The Committee amended the policy as follows:

DONATED WINE BE RESTRICTED TO THE FOLLOWING:

1. (i) CHARITABLE ORGANIZATIONS WITH A REGISTERED NUMBER;
(ii) NON-PROFIT ORGANIZATIONS WHOSE EFFORTS THE H.E.C.F.I. BOARD DEEMS TO HAVE A DIRECT BENEFIT TO THE COMMUNITY;
(iii) CIVIC FUNCTIONS, SPECIAL EVENTS, AND CONFERENCES HOSTED BY THE CITY OF HAMILTON.
2. ALL REQUESTS FOR DONATED WINE MUST BE IN WRITING AND RECEIVED PRIOR TO THE EVENT.

3. THE SOURCE OF THE WINE MUST BE INDICATED IN THE LETTER OF REQUEST, OR IN THE SUBSEQUENT RECOMMENDATION TO THE COMMITTEE.
 4. THE WINE MUST BE DONATED FROM AN ONTARIO WINERY.
- The issue was referred to the Marketing and Sales Committee for its consideration.


Gabe Macaluso
Managing Director/CEO



HAMILTON
CONVENTION
CENTRE

IC ATTACHMENT # 3.1

FROM: Stephen H. Dockman, Operations Manager

DATE: March 20, 1989

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D _____ AND/OR HECFI EXECUTIVE
CONVENTION CENTRE ✓ COMMITTEE(S) X

SUBJECT: Corkage Fee - Donated Wine

RECOMMENDATION: THAT A CORKAGE FEE IN THE AMOUNT OF \$2.00 PER BOTTLE BE
CHARGED AT THE DISCRETION OF THE CONVENTION CENTRE COMMITTEE
WHENEVER A REQUEST FOR DONATED WINE IS RECEIVED

BACKGROUND:

Presently, we have a strict policy whereby we do not allow donated wine into the facility. However, from time to time, written requests are received which are forwarded to the committee for their consideration.

To my knowledge these requests have all been approved, but limited to two bottles per table, which allows us to sell cash wines at the tables and recover some of our costs, as well as increase our revenues.

Generally, all three downtown hotels discourage the service of donated wine. However, occasionally, as in our case, donated wine is allowed into these hotels. The corkage fee varies as outlined:

Sheraton Hotel: \$2.50 per person, with no limit on the number of bottles

Royal Connaught Hotel: On the rare occasions they may charge \$1.00 per bottle, otherwise there is no charge

Holiday Inn: \$5.00 per 1000 ml bottle
\$3.50 per 750 ml bottle

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg



Washington County, Oregon
Seal of Washington County, Oregon

WASH. CO. CLERK

WASH. CO. CLERK

WASH. CO. CLERK

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WASH. CO. CLERK

Information Item (i)

(i) Correspondence



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

M E M O R A N D U M

MEMO TO : Mr. Sal Farrauto, Sales Manager, H.C.C.

COPIES TO : Mr. Gabe Macaluso, Managing Director/CEO, HECFI
Mr. Barry Snetsinger, Director of Marketing/Sales, HECFI ✓

MEMO FROM : Mr. Vincent Guglielmo, Sales Executive, H.C.C.

DATE : May 3, 1990

SUBJECT : Meeting Planners International - Board Election

Sal, pursuant to my memo to you on February 12, 1990, this is to advise you that I have officially been elected to the MPI Toronto Chapter Board for the 1990-1991 Chapter year.

My position will be Director of Memberships, as such I will have a chairperson and a committee reporting to me and we will be jointly responsible for obtaining new members for the MPI Toronto Chapter. As a direct result of this, I will know of and meet all new members of the MPI Toronto Chapter. As a point of interest, MPI's policy regarding new members is that suppliers (hoteliers, etc.) cannot become members unless they get non-member meeting planners to join with them.

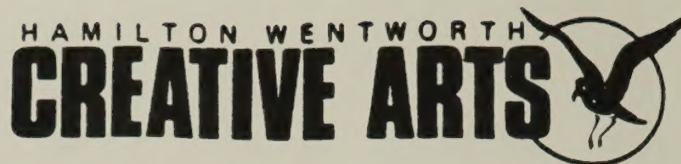
There are also some new member functions such as a new member breakfast which will facilitate my opportunities to meet these new members.

Sal, I firmly believe this is an excellent opportunity for HECFI and the City of Hamilton.

Respectfully submitted,

Vincent Guglielmo
Sales Executive

VG/sm



April 25, 1990

Mr. Barry Snetsinger
Publicity Director
HECFI
Hamilton Convention Centre
115 King Street W.
Hamilton, Ontario
L8P 4T9

Dear Barry:

Thank you for the meeting and bringing a little logic to a screwy situation. Special events are hard to mount in this political climate especially when they try to change the rules in the middle of the game.

For the record, sir, I really enjoy your style and if I can ever help you co-produce an event or if you need any sort of entertainment, call. If it would facilitate your job or the service to other clients, I can provide promotion on a very wide selection.

All the best. I owe you one.

Yours truly,
Hamilton Wentworth
CREATIVE ARTS INC.

A handwritten signature in cursive script that reads "Bill".

William B. Powell
General Manager

Information Item (ii)

(ii) Status Report on Confirmed Events/Performances at Copps
Coliseum : June - September, 1990



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

REPORT TO MARKETING AND SALES COMMITTEE

REPORT TO: Marketing and Sales Committee
Attn: Ms. Pat Bennett, Legislative Assistant

FROM: Mr. Barry Snetsinger, Director of Marketing and Sales

COPY TO: Ms. Leslee Stewart, Sales Executive

DATE: May 16, 1990

RE: **STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES
AT COPPS COLISEUM, JUNE - SEPTEMBER, 1990**

June, 1990

- 1 Confirmed Event/Performance
 1. "Anne Murray/HPO" Concert
: June 16th

July, 1990

- 8 Confirmed Events/Performances
 1. Jehovah's Witnesses Convention
: July 12-15th, 19-22nd

August, 1990

- 2 Confirmed Event/Performance
 1. Milli Vanilli Concert (DKD)
: August 10
 2. CSAE Trade Show/Marketplace
: August 14th

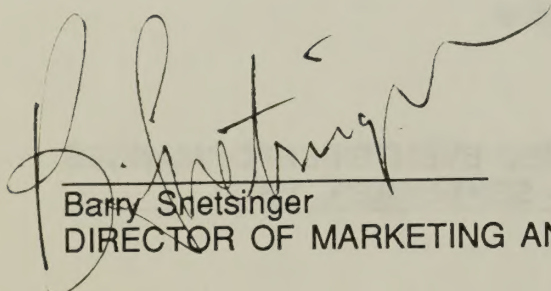
**REPORT TO:
COPPS COLISEUM COMMITTEE - STATUS OF
CONFIRMED EVENTS/PERFORMANCES - MAY 16, 1990**

PAGE 2

September, 1990

4 Confirmed Event/Performance

1. Home Show
: September 13 - 16



Barry Shetsinger
DIRECTOR OF MARKETING AND SALES

BS/cb

Information Item (iii)

(iii) Calendar of Events, Hamilton Place

May 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 NANA MOUSKOURI	2 →	3 GEORGE THOROGOOD	4 HAMILTON TEACHERS FEDERATION 8-1 PM.	5 TOMMY HUNTER SHOW
6 BACH-ELGAR- CIC '90	7 MEMORIAL CUP AWARDS	8 H.P.O.	9 H.P.O.	10	11 HEMASTER HEALTH SCIENCES CONVOCATION	12 SALVATION ARM. SPRING FESTIVAL
13	14	15	16	17 HOWIE MANDEL	18 HOLD WILF CARTER	19
20	21 VICTORIA DAY	22	23	24	25	26 H.P.O.
27 H.P.O. 2 PM	28	29	30 HOLD	31 HOLD		

20ME 1410

JUNE 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HOLD	2 HOLD BRANT BIBLE CHURCH
3	4 HPO REHEARSALS	5 HPO	6 HPO	7 BURTON CUMMINGS	8 HOLD BOB DYLAN	9 SANDRA JONES DANCE RECITAL
10	11	12	13	14	15 HOLD HPO	16
17	18 ←	19 GERITOL FOLLIES	20	21 GERITOL FOLLIES	22 →	23 →
24 — HOLD —	25 —	26	27 ← GERITOL FOLLIES	28	29 →	30 DANCE GALA

July 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 CANADA DAY TOM CONNORS →	2 ←	3 ←	4 CATS ←	5 ←	6 ←	7 ←
8 →	9 →	10 →	11 →	12 HOLD BRUCE HORNBY	13 →	14 →
15 →	16 →	17 →	18 WEST SIDE STORY →	19 →	20 →	21 →
22 →	23 →	24 →	25 →	26 HOLD JACKSON BROWN	27 →	28 →
29 →	30 →	31 →				

August 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 CIVIC HOLIDAY	7	8	9	10	11
		←	OKLAHOMA		→	
12	13	14	15	16	17	18
→	ISSAE OPENING SESSION				HOLD MERRY MEN OF BARBADOS	
19	20	21	22	23	24	25
26	27	28	29	30	31	
				HOLD FOR SESAME STREET LIVE		

September 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 HOLD FOR SESAME STREET LIVE
2 —→	3 LABOUR DAY	4 —	5 JESUS CHRIST SUPERSTAR	6	7	8 —
9 —→ UKRAINIAN DANCE GROUP	10 OPERA HAMILTON	11 H.P.O.	12 H.P.O.	13 — OPERA HAMILTON	14	15
16 —	17 —	18 — OPERA	19 HAMILTON	20 — PERF.	21	22 PERF.
23	24 OPERA HAMILTON PERF.	25 H.P.O.	26 H.P.O.	27 BATTLE OF BRITAIN	28 HOLD	29 FAMOUS PEOPLE PLAYERS
30 —						

October 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 HOLD FAMOUS FESTIVAL PEOPLE PLAYERS
9	8 THANKSGIVING	9 HOLD — COMMUNITY CONCERTS —	10	11	12	13 H.P.O.
14 H.P.O. 2 P.M.	15 HOLD - GORDON LIGHTFOOT PROBABLE T.V.	16	17	18 HOLD - GOOD HARRY DANCE ALEN	19 HOLD	20 H.P.O.
21 U.O.F.T. SYMPHONY HOLD RUSTON DANCE CO.	22	23 H.P.O.	24 H.A.O.	25 HOLD	26 THE MALE CHOIRS OF SOUTH WALES	27 BACH - ELGAR CHOIR
28 HOLD FESTIVALIA	29	30	31			

November 1990

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 NIAGARA SALES CONGRESS 9-12 NOON	3 H.A.D
4 H.P.O. 2 P.M.	5 ← H.A.D. EXTRAORDINARY CONCERTS →	6	7	8	9 McMASTER CONVOCATION	10 JOSEPH BRAN HOSPITAL BENEFIT CONCERT
11 OPERA HAMILTON	12	13 H.P.O.	14 H.A.D.	15	16 ONTARIO MUSIC EDUCATORS CONVENTION MUSICAL EXTRAVAGANZA	17 OPERA HAMILTON
18 ←	19	20 OPERA	21	22 HAMILTON PERF	23	24 PERF
25 OPERA →	26 PERF →	27	28 HOLD ROYAL WINDMILL WINNIPEG BALLET	29	30 H.P.O.	H.A.D

December 1990

040 14:05

HAMILTON PLACE 410 021 0324

040 14:05

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 H.P.O.
2 H.P.O. 2 P.M.	3 BACH ELGAR	4	5	6 OPERA HAMILTON	7 MESSIAH	8 →
9 MESSIAH 2 P.M. →	10	11 OPERA HAMILTON	12	13 PERF	14	15 → PERF
16	17 CANADIAN BRASS	18 H.P.O.	19	20	21 CANADIAN ORPHEUS MALE CHOIR	22 HOLD CHRISTMAS SHOW
23 →	24	25	26	27	28	29
30	31					

(vi)

McMaster Small Business Consulting Service :
Economic Impact of Memorial Cup Series Report

McMASTER



Small Business

Consulting Service

May 24, 1990

Hamilton Entertainment and Convention Facilities Inc.
101 York Boulevard,
Hamilton, Ontario
L8R 3L4
Attention: Gabe Macaluso

Dear Gabe:

You requested that we study the economic impact of the Memorial Cup Hockey Tournament on the Region of Hamilton-Wentworth and the City of Hamilton. As we have noted before, this type of study is overly simple in its calculations and conclusions. To determine the economic impact of an entity one needs to determine two things -- the cash flow, both direct and indirect, generated by the entity and a multiplier which, when applied to the cash flow, represents the "trickle down" effect in the economy. However, determining these two numbers is not an easy task.

Memorial Cup Hockey Tournament

1.0 Direct Cash Inflows

Through consultation with the H.E.C.F.I., we measured direct cash inflows, none of which included provincial taxes, from three sources: gross ticket revenue, on-site food and beverage sales, and souvenir and novelty sales.

<u>Category</u>	<u>Contribution</u>
Gross Ticket Revenues	\$761,000
On-site food & beverage sales	166,000
Souvenir & novelty sales	220,000

Thus, for the Memorial Cup Hockey Tournament, direct cash inflows were \$1,147,000.

2.0 Indirect Cash Inflows

To estimate indirect cash inflows, six categories of economic activity were examined: car transportation, parking charges, bus transportation, off-site food and beverage sales, other retail activity, and accomodations.

2.1 Car Transportation and Parking Charges

To determine a value for car and bus transportation, we began with the attendance at the eight games. Records showed this to be 70,563 people. While the percentage who took a bus is unknown, the Hamilton Tiger-Cats know that 20-25% of their attendees use the bus. As people with Tiger-Cat tickets may ride

the bus for free, this percentage would be too high to use for the Coliseum. We will assume that 10% of the Hamilton fans took the bus, which left 90% using automobiles. We will assume 3 people were in each car.

We will assume a base of 4000 people attended each game from the Hamilton area, based on the attendance at game #5. We chose this game as a base as visitor attendance would be minimal due to the distance that Quebec and Kamloops had travelled. Thus, 1,200 automobiles from the Hamilton area were driven to each "round robin" game. We calculated the average number of kilometres driven (round-trip) based on the assumption that a Hamilton fan travelled 30 kilometres, 120 kilometres for a Kitchener fan and 220 kilometres for an Oshawa fan. Therefore, the average number of kilometres driven to each game was as follows:

<u>Game</u>	<u># of cars</u>			<u># of kms</u>
	<u>Ham.</u>	<u>Kit.</u>	<u>Osh.</u>	
Kamloops vs. Kitchener	1200	1001		71
Laval vs. Oshawa	1200		1355	131
Kamloops vs. Oshawa	1200		1155	123
Laval vs. Kitchener	1200	416		53
Kamloops vs. Laval	1200			30
Oshawa vs. Kitchener	1200	858	1520	132
Laval vs. Kitchener	2100	1163		62
Oshawa vs. Kitchener	2200	1250	2212	124

For the play-off games, attendance of local Hamilton fans rose appreciably. Following this logic, about 2,280,800 kilometres were logged for the eight games. Using an estimate of 12 kilometres per litre of gas and a rate of 53 cents per litre, gasoline purchases amounted to \$100,700. For the 10,930 cars from outside the region, gasoline purchases represented the total economic impact. However, for the remaining 11,500 cars used, we considered depreciation and maintenance charges which amounted to 17.6 cents per kilometre or a total of \$60,700.

H.E.C.F.I. staff have calculated the average parking charge to be \$3.00 in the surrounding parking lots. Thus the cars generated \$67,300 in parking revenue.

2.2 Bus Transportation

Using the approximation from above, 3700 people used the bus to get to the games. As two one-way bus rides were generated for each visit, 7400 one-way bus rides were created. At a cost of \$1.15 per bus ride, the games generated \$8,500 in bus transportation charges.

2.3 Accomodation

It was estimated that 500 hotel rooms were occupied, by Memorial Cup fans and players, from Friday, May 4 to Sunday, May 13. Those rooms filled by players, coaches and officials of the CHL actually represent secondary economic activity as part of the revenue from the tournament was used to offset these expenses. Rooms occupied by fans and media, about half the total, represent primary economic activity. At a rate of \$90 per night, indirect revenues from hotel accomodations were \$225,000.

2.4 Off-site Food

In terms of off-site food and beverage sales, the following assumptions were necessary. While all the people staying in hotels (at an average of three per room) ate off-site meals of breakfast, lunch, and dinner, we believe that the economic activity generated by players, coaches and officials of the CHL again represent secondary economic activity as part of the revenue from the tournament was used to offset these expenses. We assumed that the three meals would amount to \$35 per day. At this rate, indirect revenues from off-site meals for these people were \$262,500.

In addition, there were fans from Kitchener and Oshawa who drove in for an evening. For these people we assumed that they would purchase one simple evening meal amounting to an average of \$4 per person. At these rates, indirect revenues from off-site meals for these people were \$132,400.

2.5 Other Retail Activity

All the players, fans and officials proved again and again that they had disposable income to spend. Downtown stores reported strong sales during the ten day tournament period. We have assumed that all hotel patrons and campers spent \$20 per day on retail activity. This amounts to \$300,000 in economic activity.

Thus, for the Memorial Cup Hockey Tournament, indirect cash inflows were about \$1,157,000.

From both direct and indirect sources, total primary economic activity generated by the Memorial Cup Hockey Tournament was \$2.3 million.

3.0 Direct and Indirect Economic Activity Generated by the Memorial Cup Games

Of course, this primary economic activity is not the only economic impact on the Region or the City. Money spent on salaries is in turn spent on goods and services, the revenues from which are in turn spent on other items. This concept is

known as the trickle down effect. The Tourism and Convention Department of the Regional Municipality of Hamilton-Wentworth has found that for every dollar spent on tourism, two and one-half dollars trickle through the economy.

The multiplier of 3.5 implies that for every dollar spent in the region 71.5 cents trickles down to the next level. This implication has been well tested for items like accomodation, food and beverage charges, parking and car and bus transportation. However, one should consider the reliability of this number as it applies to gross direct revenues from the tournament.

To test that implication, one can look at how the gross direct inflows are spent. Of the \$166,000 from on-site food and beverage sales, \$51,100 in commissions were paid to Copps Coliseum, \$38,100 was spent on food supplies, \$33,100 was spent on wages and \$43,100 reverted to the concession owners to cover their business costs. Nearly all of the money remained in the community.

However, of the \$220,000 in souvenir and novelty sales, a much larger proportion left the community. About \$20,000 in Hamilton Dukes souvenirs were sold and wages amounted to \$45,400. Leaving the Region and the City was the remainder of \$154,600.

Finally, \$761,000 in gross ticket sales were collected by Copps Coliseum. Nearly, \$76,000 was kept by it in the form of building, box office and event recovery fees. Local expenses for the tournament included hotel and meal charges of approximately \$487,500. It should be noted that tournament organizers had outside funds from sponsors and television rights to help defray the costs of the tournament. As well the Hamilton Dukes received about \$25,000 as their share of the proceeds. The remaining monies left the Region.

Tracking every cash stream was beyond the scope of this work especially given the fast turnaround time required for the study. It is fair to say that for the Memorial Cup Hockey Tournament held at Copps Coliseum 71.5 cents of every dollar taken in gross direct revenue trickled down from the second to the third level. After that, trickle down effects would proceed as before. This verifies the multiplier of 3.5.

To find the total impact on the region, one simply multiplies total economic activity by 3.5. So, for the Memorial Cup Hockey Tournament, the total economic impact on the region was about \$8.1 million. In determining this amount, an implicit assumption is that if the tournament had not taken place, people would not spend any money on any other substitute facility in the Region.

This assumption is quite valid. If there had been no hockey tournament few of the people from Kitchener or Oshawa would have

visited Hamilton at that time of year. Further, local fans had no other substitute sports on which to spend their recreational cash.

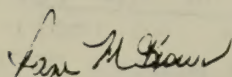
For every \$55,000 of economic activity, approximately one man-year of work is created. Thus the hockey tournament generated about 147 man-years of work for the Region and the City which manifested itself both in full-time and part-time employment opportunities.

A final point should be made. There are an additional number of intangible benefits that do accrue to the Region and City from having the Memorial Cup Hockey Tournament here. Many of these benefits could have an economic impact but are very difficult to directly measure. For example, press coverage of the Tournament reached hundreds of thousands of people on television, on radio or in the print media. This may have an effect on people outside the area as they choose sites for conventions, places to locate businesses or homes for their families. Also consider the positive effect on morale within the city. An even greater impact is on the NHL Board of Governors. The successful hosting of this tournament has established a clear image of Hamilton as a "hockey hotbed" within their minds. This should add much support to our impending bid for an NHL hockey franchise which, in itself, would generate a tremendous economic impact on the City and Region.

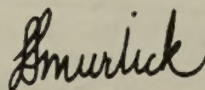
We hope this report conveys our methodology in determining the economic impact of the Memorial Cup Hockey Tournament on the Region of Hamilton-Wentworth and the City of Hamilton. We may imply in this report an exactness to our figures which is not true. There is always a margin of error. Measuring the trickle-down effect is nearly impossible under the best circumstances. Likewise indirect economic activity requires making certain assumptions which are not always accurate. In assessing this work, the key is if it passes the test of reasonableness. All assumptions and numbers appear reasonable to us and we hope they appear reasonable to you.

Thanks for your interest in the McMaster MBA Small Business Consulting Service and the School of Business. If we can be of any help in the future, please do not hesitate to call.

Yours Sincerely,



Pam McKeown
Consultant



Lori Smurlick
Consultant

Information Item (viii)

(viii)

Dinner Theatre Theme Nights

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1155 EAST 58TH STREET
CHICAGO, ILL. 60637

TO: DR. J. H. HARRIS
FROM: DR. J. H. HARRIS
SUBJECT: [Illegible]

[Several paragraphs of illegible text follow, appearing to be a letter or report.]

[Several paragraphs of illegible text follow.]

[Several paragraphs of illegible text follow.]

[Several paragraphs of illegible text follow.]



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

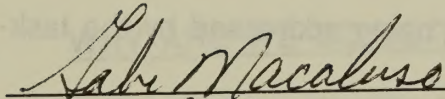
MEMO TO: **MARKETING AND SALES COMMITTEE**

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 15, 1990

SUBJECT: **FLYER - DINNER THEATRE THEME NIGHTS**

- At the April 26th meeting of the Hamilton Place Committee management was directed to "...develop and circulate as soon as possible a flyer promoting the dinner theatre event(s) which identifies the type of theme to be incorporated with the event."
- The issue was referred to the Marketing and Sales Committee for its consideration.


Gabe Macaluso
Managing Director/CEO



Hamilton
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HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

MEMORANDUM

MEMO TO: **MARKETING AND SALES COMMITTEE**

FROM: Barry Snetsinger, Director of Marketing and Sales

DATE: May 24, 1990

SUBJECT: **HAMILTON PLACE THEME NIGHTS**

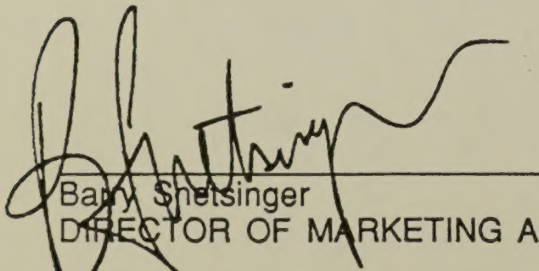
Over the past several weeks Marketing and Sales have been developing a framework for the proposed test of the viability of running dinner theatre type theme nights in conjunction with events taking place at Hamilton Place Theatre.

In order to effectively manage the project a task force made up of the following people has been formed:

Sal Farrauto - **Project Manager**
Robin Laking
Carolyn Melia
John Elder
Mary Webb
Peter Kopatch
Frank Wilson

Attached, please find an outline of the issues currently being addressed by the task-force.

Respectfully submitted,



Barry Snetsinger
DIRECTOR OF MARKETING AND SALES

Attachment

WEST SIDE STORY THEME NIGHTS

A. WHAT IS IT

"Dinner Theatre" type theme night to be run in association with the performance of West Side Story at Hamilton Place Theatre, Tuesday, July 17th through Sunday, July 22nd. The theme will trade on the obvious 50's/60's nostalgia tie-in inherent in West Side Story.

B. WHERE WILL IT BE HELD

Commonwealth Plaza

C. WHEN WILL IT BE HELD

The theme nights will be held on each evening of the West Side Story performance. A major gala will coincide with the opening night on the 17th; activities will be scaled down for Wednesday and Thursday and be geared-up again for Friday, Saturday and Sunday. Operations will commence approximately 1 hour prior to showtime and run throughout the evening to approximately midnight.

D. WHO CAN ATTEND

The plaza will be open to the public regardless of whether or not they are holding a ticket to the show. If there is a charity tie-in we believe that a modest admission charge would be appropriate. (ie. The Looney Bin)

E. WHY ARE WE DOING THIS

1. To draw attention to West Side Story, and the other activities taking place at Hamilton Place during the summer.
2. To stimulate ticket sales.
3. To provide sufficient data to enable us to develop a proper cost/benefit analysis.
4. To generate some good publicity for HECFI.

F. POSSIBLE ACTIVITIES

1. 50's/60's Music; either a live band or recordings.
2. Deli type food: smoked meat sandwiches, hot dogs, hamburgers etc.
3. Cars of the era on display courtesy of the Peggy Sue's club.
4. Staff to be dressed-up in period costumes.
5. Contest.
6. Charity fund raiser.
7. Showing of the movie West Side Story.

G. POTENTIAL SPONSORS

1. Amstell, Labatt's and Molson
2. Coke and Pepsi
3. Levi's
4. Tim Horton

H. POTENTIAL CHARITY TIE-IN

1. Hospitals
2. Summer Camps
3. United Way

I. PROMOTIONAL OPPORTUNITIES

1. Media presenters: CHML, CHCH, Hamilton Spectator
2. Contest
3. Meet the cast
4. Parade of 50's/60's cars downtown a few days prior to the West Side Story opening, and then on each night of the performance. The parade of cars would end up on Commonwealth Plaza.

I. Continued

5. Matt Hayes doing the CHCH weather report from Commonwealth Plaza, and other similar type promotional activities.
6. John Hardy "Golden Oldies" remote from the plaza.

J. EXECUTIONAL CONSIDERATIONS

1. Lighting
2. Tables, umbrellas
3. Liquor Licence
4. Food stations
5. Stage
6. Cars
7. Marquee

K. OTHER ISSUES

1. Opening night reception for HECFI clients.
2. Turnstiles on the Plaza to allow West Side Story ticketholders immediate access to the Theatre.
3. Clean-up.
4. Contingency plan in the event of inclement weather.
5. Police/security.
6. Insurance.
7. Other activities in the City.

(ix)

H.E.C.F.I. Entertainment Guide



Hamilton
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and Convention
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HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

MEMORANDUM

MEMO TO: **MARKETING AND SALES COMMITTEE**

FROM: Barry Snetsinger, Director of Marketing and Sales

DATE: May 24, 1990

SUBJECT: **HECFI ENTERTAINMENT GUIDE**

A. OBJECTIVES

1. Create a new information vehicle that will eventually replace the Copps newsletter and the monthly Hamilton Place subscription calendar.
2. Create a vehicle that is flexible, can be easily produced, and is cost-effective.
3. Create a vehicle that can cover all activities in all three (3) HECFI buildings and that can be efficiently distributed to a large and diversified audience.
4. Create a vehicle that can be of use not only the ticket buying public but the hotels, tourism offices, tour operators, corporations, show promoters, our staff and the various levels of government with whom we deal.

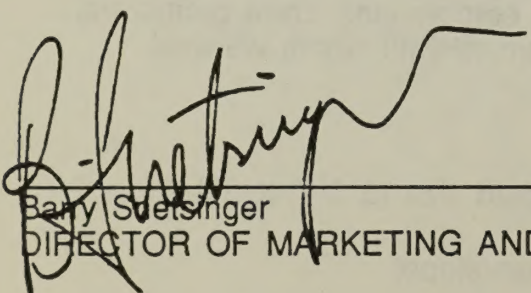
B. CONSTRAINTS

1. Rackability - the guide must be a standard size (3 3/4" X 8 1/2").
2. Mailability - must fit a standard sized envelope.
3. Simple Format - because of anticipated large quantity print runs the guide must be formatted so that it can be produced quickly and cheaply.
4. Flexibility - because of the nature of the content the format must be able to accommodate last minute additions and deletions.

C. PHYSICAL CHARACTERISTICS

1. The guide will contain the following information:
 - show schedules
 - how to order tickets
 - list of ticket outlets
 - area access maps (ie. how to get here, where to park etc.)
 - "newsy" information about facilities and staff
 - sponsor advertisements
2. To facilitate printing and collating the guide will not be stapled.
3. An outside shell that can be customized to contain maps and general information about the City/Region. The shell can be discarded as necessary.
4. An inside schedule showing ticket information. The inside information will be designed so that it is saved.
5. The information on the shell will be designed in such a way that it can be printed in quantity in advance and collated at the last minute to allow for quick turnaround.
6. The shell can be custom printed for special uses (ie. CSAE).

Respectfully submitted,



Barry Soetsinger
DIRECTOR OF MARKETING AND SALES

Information Item (x)

(x)

Signage : H.E.C.F.I. Facilities

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c/o Hamilton Convention Centre
115 King Street West
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Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

MEMORANDUM

MEMO TO: MARKETING AND SALES COMMITTEE

FROM: Barry Snetsinger, Director of Marketing and Sales

DATE: May 9, 1990

SUBJECT: SIGNAGE: HECFI FACILITIES

BACKGROUND:

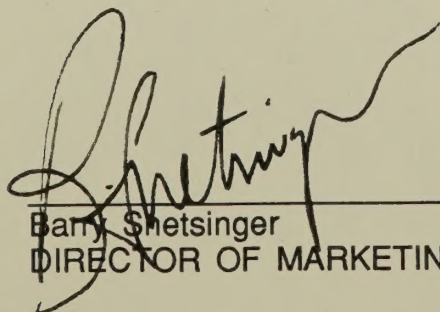
At the April 27th meeting of the Hamilton Convention Centre the request to tender for the supply and installation of a LED system was tabled, and the Director of Marketing and Sales was requested to conduct an overall review of signage for the three facilities.

ACTION:

Marketing and Sales have undertaken a project to revise and upgrade all HECFI collateral materials (ie. sales brochures, logos, letterhead, ads, etc.). Central to the success of this project is a thorough understanding of the current public image of HECFI. Since signage is a contributor to overall perception, and therefore image, a review of the current system of identifying various rooms in the Convention Centre, as well as the directional signage in the other buildings will be added to the project's parameters.

We expect to be in a position to make recommendations to the Committee on all image aspects, including signage, in the fall.

Respectfully submitted,



Barry Snetsinger
DIRECTOR OF MARKETING AND SALES

(xi)

Access Awareness Week for the Handicapped



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

MEMORANDUM

MEMO TO: **MARKETING AND SALES COMMITTEE**

FROM: Barry Snetsinger, Director of Marketing and Sales

DATE: May 8, 1990

SUBJECT: **ACCESS AWARENESS WEEK FOR THE HANDICAPPED**

RECOMMENDATION

That the Marketing and Sales Committee recommend to the Operations Committee that renovations to Hamilton Place to accommodate the handicapped be undertaken immediately.

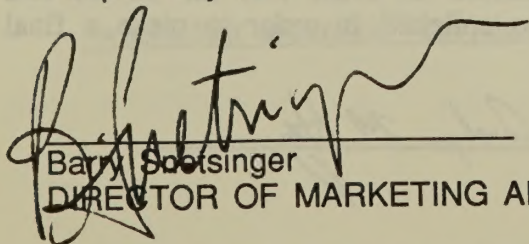
BACKGROUND

In early April the HECFI Board of Directors approved a Special Events Subsidy (\$500.00) for the use of The Studio Theatre at Hamilton Place for the kick-off to Access Awareness Week For The Handicapped. Subsequent to this, at our request, Carolyn Hay Co-ordinator of Occupational Health for the Human Resources Centre, toured the facility with a view to making certain that it was indeed 100% accessible. Her report to Alderman G. Copps (attached) outlines a number of deficiencies. However, for the purposes of hosting the kick-off the access problems with the building can be overcome by simply adding extra staff, a move that would not be practical as a permanent solution.

RATIONALE:

If we can move quickly the necessary renovations could be approved in time to make an announcement during Access Awareness Week, scheduled for June 11th. This would obviously reflect positively on HECFI.

Respectfully submitted



Barry Snetsinger
DIRECTOR OF MARKETING AND SALES

Human
Resources
Centre

MEMORANDUM

TO: Alderman G. Copps
City Hall

FROM: Carolyn Hay
Co-ordinator of Occupational Health
Human Resources Centre

DATE: April 20, 1990

RE: ACCESSIBILITY: Studio Theatre - Hamilton Place

Further to your request earlier this week, I met with Barry Snetsinger and several of his staff members on April 19th to review accessibility of the Studio Theatre, Hamilton Place.

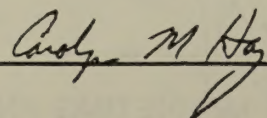
Attached is a summary of that review as it specifically relates to the feasibility of holding the opening "kick-off" for Access Awareness Week at Studio Theatre. You will see that there are a number of short-comings in this facility being truly accessible to patrons in wheelchairs. Attempts were made to address accessibility in the original design, but unfortunately these have not generally achieved their intended purpose.

I was extremely impressed, however, by the sincere concern and willingness of the Hamilton Place staff to do all things possible to solve accessibility difficulties in order to accommodate an event such as this. Because of this, a number of the "barriers" to disabled access can be overcome by alternate means.

Access to toilet facilities (i.e. washroom cubicles) is the only major difficulty that can not be appropriately addressed in time for the Access Awareness Week kick-off. Although this may not pose a problem for the majority of the patrons, it is one that we cannot ignore nor belittle given the body's response to events involving the consumption of alcohol!

My initial reaction would be to recommend that an alternate location with fully accessible washroom facilities be pursued for the event. Given the late date and the desirability of a location and facility such as Hamilton Place this may not be feasible. I recommend instead that the accessibility short-comings of Studio Theatre be discussed at the next meeting of the Regional Advisory Committee for the Physically Disabled in order that the advice and experience of the disabled committee members can be solicited in order to make a final decision.

CMH
c.c. B. Snetsinger, Hamilton Place



Studio Theatre - Hamilton Place

ACCESSIBILITY

PARKING

- 4 disabled parking spaces only on ground level
- Main Street construction jeopardizes access to Summer's Lane

Solution:- clarify anticipated status of access to Summer's Lane for date required

- request Parking Authority reserve more spots on top level for disabled patrons that evening

ENTRANCES

- heavy Studio Theatre door; no automatic door to Studio Theatre

Solution:- Hamilton Place will supply doorman for Studio Theatre entrance

- will also unlock entrance to the Great Hall for use of the automatic door there

WASHROOMS

- all washroom facilities are sex specific, therefore, not allowing access for opposite sex attendant
- heavy doors requiring great effort to open; could not be managed by wheelchair patron nor weaker individual

Solution:- Hamilton Place offered to provide doormen for washroom doors

- Studio Theatre washrooms small with winding entrance corridors too narrow for passage of wheelchair patron

Solution: Hamilton Place offered to open Great Hall washrooms for use that night

- Great Hall washrooms very spacious with easy internal access
- "wheelchair accessible" cubicles in both Great Hall and Studio Theatre

- doorway to cubicle 28" wide (narrow)
- cubicles are very small with front-on access to toilet only (insufficient room on left and right side of toilet to allow lateral transfer)
- distance from front of toilet to doorway is 36"; too short to allow wheelchair to enter cubicle and close door unless patron able to remove/swing-away footrests
- right-angle grabbar on right side wall
- insufficient room in cubicle to allow for attendant if required

Solution : redesign of "wheelchair accessible" facilities; modifications not feasible prior to scheduled event

FLOOR SURFACES

- inlaid brick in front entrance ways and main corridor (rough and irregular)
- short pile carpet in hallway from entrance hall/foyer to Studio Theatre
- wooden stage floor in Studio Theatre (smooth)

STUDIO THEATRE

- black interior (floor, walls, ceiling); possibly creates perceptual difficulties
- spot lighting creates shadows making visual acuity difficult
- stage, bar, seating can be arranged in any configuration

Solution:- work with Hamilton Place staff re:

- set lighting so shadows minimized and acuity maximized
- placement of stage and bar to maximize floor space, visual acuity, and accessibility
- selection of tables: 3' diameter tables recommended to maximize floor space for wheelchair access; several 5' diameter tables only for variety
- request use of the less bulky and awkward Studio Theatre folding chairs; do not set up chairs at all tables (but have available) in order that wheelchairs can be accommodated

EVACUATION PLAN

- no formal plan for evacuation of disabled patrons
- evacuation routes from Studio Theatre via:
 - a) main Theatre entrance/exit into Main Entrance Foyer and then exit building via:
 - i) Stage Entrance to MacNab Street
 - ii) Studio Theatre Entrance to Summer's Lane
 - b) Studio Theatre kitchen to Stage Entrance to MacNab Street
- Stage Entrance has several steps to descend to evacuate to street level
- hallway to Stage Entrance has several steps with a temporary freight ramp that is extremely steep and could not be accessed by a patron in a wheelchair without substantial assistance of an attendant

Solution: Hamilton Place offered to have additional doormen (etc.) available as required who would then be available to assist disabled patrons in evacuation

CMH
April 20, 1990

Information Item (xii)

(xii) Sheraton Corporation of the Month



Hamilton
Entertainment
and Convention
Facilities Inc.

HECFI Marketing/Sales
c/o Hamilton Convention Centre
115 King Street West
Second Floor
Hamilton, Ontario L8P 4T9
Tel. 416/523-5883

MEMORANDUM

MEMO TO: MARKETING AND SALES COMMITTEE

FROM: Barry Snetsinger, Director of Marketing and Sales

DATE: May 24, 1990

SUBJECT: SHERATON CORPORATION OF THE MONTH

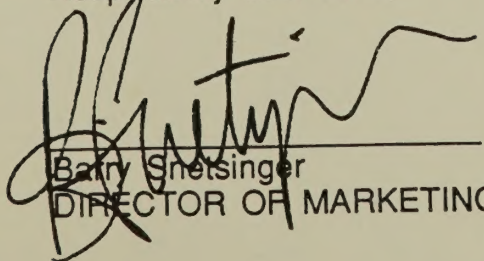
As previously reported, the Sheraton Hotel has designated HECFI as "Corporation of the Month." In the context of this we have been offered the following:

1. Display space in their main lobby.
2. Sheraton staff to wear special buttons designating the Corporation of the Month.
3. Special signage in the hotel lobby, bars and restaurants.
4. A reception hosted by the Sheraton.

We have decided that the most prudent and efficient approach would be for HECFI to utilize the opportunity to highlight and focus on our pursuit of an NHL franchise. To that end we will execute the following:

1. The lobby display will prominently feature our NHL back-drop.
2. Sheraton staff will be given the "We're Ready" buttons and hats to wear. A quantity of buttons will also be given away to the general public.
3. All signage will feature the "We're Ready" logo.
4. The reception will feature a speech by Gerry Patterson and the showing of our NHL video.

Respectfully submitted,



Barry Snetsinger
DIRECTOR OF MARKETING AND SALES

100-100000-100000

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EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

MEMORANDUM

MEMO TO:

MEMORANDUM FOR THE JOINT CHIEFS OF STAFF

SUBJECT:

Joint Chiefs of Staff

DATE:

100-100000-100000

REFERENCE:

Joint Chiefs of Staff

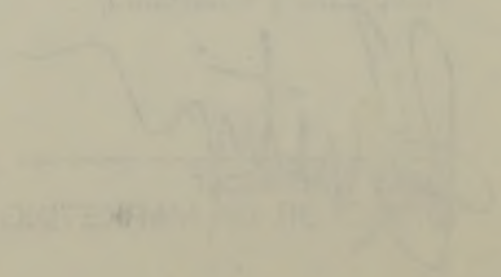
1. The Joint Chiefs of Staff have reviewed the information provided by the Department of Defense regarding the activities of the Joint Chiefs of Staff.

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4. The Joint Chiefs of Staff have reviewed the information provided by the Department of Defense regarding the activities of the Joint Chiefs of Staff.

Very truly yours,



JOINT CHIEFS OF STAFF

5.3.1

Hamilton Place Committee Minutes of April 26, 1990

HAMILTON PLACE COMMITTEE
Thursday, April 26, 1990
8:00 A.M.
Hamilton Place Board Room

REGULAR MINUTES

PRESENT: Alderman H. Merling, Chairman
Mrs. M. Dow, Vice Chairman
Alderman J. Gallagher
Ms. A. VanDuzer

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. T. Burrows
Mr. B. Snetsinger
Ms. P. Bennett

REGRETS: Mayor R. Morrow
Alderman W. McCulloch
Alderman T. Jackson

1. Chairman's Remarks

The Vice Chairman, Mrs. M. Dow, called the meeting to order at 8:15 a.m. Mrs. Dow conveyed Chairman Merling's wishes that the Hamilton Place Committee remain a working Committee and that a meeting be scheduled in May.

2. Correspondence

MOVED by Alderman Gallagher, seconded by Ms. VanDuzer that

THE MARCH 20, 1990 CORRESPONDENCE FROM THE PRESIDENT OF THE CANADIAN COUNTRY MUSIC ASSOCIATION BE RECEIVED.

MOTION CARRIED.

3. Minutes of Hamilton Place Committee Meeting Held
March 22, 1990

MOVED by Alderman Gallagher, seconded by Ms. VanDuzer
that

**THE MINUTES OF THE HAMILTON PLACE COMMITTEE MEETING HELD
MARCH 22, 1990 BE APPROVED.**

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Facility Director's Report

Mr. Burrows presented a schedule for the promotion of
Cats, West Side Story, Oklahoma and Jesus Christ
Superstar for the information of the Committee. Staff
was commended for the development of the concise format
used in the report.

5.2 Summary of Revenue and Expenditures For the
Three Month Period Ended March 31, 1990

Committee Members commended the Director of Finance for
the development of a concise format. Mrs. Dow suggested
the inclusion of 1989 figures in column number three.
Alderman Gallagher suggested that management list the
shows/events which are doing well and (separately) those
which are not doing well, stating that this could be a
useful tool in projecting future bookings. Management
was requested to provide a summary for each show which
provides revenues; expenditures; and profits/losses.
Management will provide summaries from January, 1990
onwards at the June Committee meeting.

5.3 Dinner Theatre Theme Nights

During discussion it was agreed that promotion of dinner
theatre theme nights should take place well in advance
of the event(s). It was

MOVED by Ms. VanDuzer, seconded by Alderman Gallagher that

STAFF BE DIRECTED TO DEVELOP AND CIRCULATE AS SOON AS POSSIBLE A FLYER PROMOTING THE DINNER THEATRE EVENT(S) WHICH IDENTIFIES THE TYPE OF THEME TO BE INCORPORATED WITH THE EVENT.

MOTION CARRIED.

The Director of Marketing and Sales reported that it is planned to stage two dinner theatre theme nights. These events will be considered a 'test market'; funds will be expended from the Marketing and Sales budget to stage the events after which the information will be collated and presented to the Marketing and Sales Committee.

The Director of Marketing and Sales stated that management would like to stage the dinner theatre theme nights on Commonwealth Square but that in order to do so clearance must be obtained from various City departments, i.e. Parks and Recreation, Real Estate, Public Works. Alderman Merling stated that H.E.C.F.I. had authorization over Commonwealth Square (not the City); the Secretary was requested to clarify this with the City Clerk's Department. Once clarification is obtained, if the issue requires follow-up it will be referred to the Operations Committee. Following resolution of the jurisdictional issue, the proposal pertaining to the actual staging of the event will go to Marketing and Sales.

5.4 Designated Smoking Areas : Survey of Other Theatres

The Facility Director's April 23, 1990 report was received and it was

MOVED by Alderman Gallagher, seconded by Alderman Merling that

IN ORDER TO PROVIDE A PUBLIC SMOKING AREA AT HAMILTON PLACE THE PIANO NOBILE BE ENCLOSED WITH ACCESS BY MEANS OF DOORS; and THAT THE ISSUE BE REFERRED TO THE OPERATIONS COMMITTEE FOR REVIEW.

MOTION CARRIED.

6. New Business

Nil

7. Other Business

7.1 Hamilton Place Tenants

Alderman Gallagher reported that a meeting had taken place with all Hamilton Place tenants. Alderman Gallagher, at that meeting, suggested the establishment of a Task Force with representation from the Arts Advisory Committee, Parks and Recreation, H.E.C.F.I. and the Region. The Task Force would provide a forum for all concerns to be aired and solutions agreed upon. It was also suggested that H.E.C.F.I.'s "bookkeeping" issue be deferred until after the results of the Task Force are developed; that the 1991 rental rate increase be tied to the inflation rate.

For the information of Committee Members, Alderman Gallagher reported that one of the cultural groups' biggest concerns is that of the way they receive their funding.

Alderman Gallagher will make a formal proposal regarding the establishment of a Task Force to the Board. The CEO was requested to contact the Region to request Mr. J. Fardell's possible participation in the Task Force.

It was clarified that H.E.C.F.I. currently receives a subsidy for the difference between the current tenants rates and current market value rates.

7.2 C.H.C.H. Grant to Hamilton Performing Arts Foundation

Mr. Burrows advised that discussions have taken place with representatives of C.H.C.H. regarding a possible donation of \$389,000. which would be contributed to the Foundation over a five year period. The funding is to be used for the New Faces annual productions. Mr. Burrows will keep the Committee informed.

8. Date of Next Meeting

Thursday, June 28, 1990
8:00 A.M.
Hamilton Place Board Room

9. Adjournment

The meeting adjourned at 10:00 a.m.

Alderman H. Merling, Chairman

Patricia Bennett, Secretary

REPORT OF THE BOARD OF DIRECTORS
FOR THE YEAR 1900
JANUARY 1, 1901

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5.3.2 Hamilton Convention Centre Committee Minutes
of April 27, 1990

HAMILTON CONVENTION CENTRE COMMITTEE
Friday, April 27, 1990
8:00 A.M.
Room 206

REGULAR MINUTES

PRESENT: Mr. W. Tidball, Chairman
Mr. N. Levitt, Vice-Chairman
Alderman J. Gallagher
Alderman D. Drury
Alderman T. Jackson
Mr. M. Ryder

ALSO PRESENT: Mr. G. Macaluso
Mr. S. Dockman
Mr. J. Leuser
Mr. B. Snetsinger

REGRETS: Mayor R. Morrow

1. Chairman's Remarks

The Chairman called the regular session to order at 9:21 a.m.

2. Correspondence

The Committee received the items of correspondence. Considerable discussion took place regarding the March 7th letter from Ms. Gwen Clark, Hamilton Area Commissioner of the Girl Guides of Canada. The Director of Operations reported that it is standard procedure to advise clients that prices are subject to change. As well, it was noted that when an event is contracted six months prior to the event, it is the room only which is being contracted (not food and beverage). It was confirmed that Marketing and Sales staff will advise clients of any increase to prices two months in advance of an event.

The Director of Marketing and Sales explained that with the amalgamation of Client Services and Sales, situations of this nature should not occur; it is his intention to develop a "buddy" system whereby both sales and client services representatives work as a team in conjunction with each event.

A motion moved by Mr. Levitt and seconded by Mr. Ryder that the Girl Guides of Canada be refunded \$1200 was defeated. It was

MOVED by Alderman Drury, seconded by Alderman Jackson that

STAFF BE DIRECTED TO DISPENSE A CREDIT TO THE GIRL GUIDES OF CANADA IN THE AMOUNT OF \$1200 TOWARDS THEIR NEXT FUNCTION.

MOTION CARRIED.

It should be noted that staff was also directed to notify Ms. Clark as soon as possible of the credit.

3. Minutes of Hamilton Convention Centre Committee Meeting Held March 20, 1990

MOVED by Alderman Drury, seconded by Mr. Levitt that

THE MINUTES OF THE MARCH 20, 1990 REGULAR SESSION BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Lighting - Main Lobby

MOVED by Mr. Ryder, seconded by Alderman Jackson that

APPROVAL BE GIVEN TO TENDER FOR THE SUPPLY AND INSTALLATION OF FIFTEEN 175 WATT. METAL HALIDES AS A REPLACEMENT FOR THE INCANDESCENT FIXTURES IN THE MAIN LOBBY; and

THAT APPLICATION BE MADE TO ONTARIO HYDRO'S INCENTIVE PROGRAM FOR SUBSIDY.

MOTION CARRIED.

4.2 Recommendations : Annual Convention of the Association for Convention Operations Management

It was agreed that in future, following return from conventions/seminars, staff members will submit a report including recommendations to his/her immediate supervisor who will subsequently forward the recommendations to the appropriate Board Committee. It was

MOVED by Alderman Gallagher, seconded by Alderman Jackson that

THE RECOMMENDATIONS RESULTING FROM THE ATTENDANCE OF MS. LAKING AT THE ANNUAL CONVENTION OF THE ASSOCIATION FOR CONVENTION OPERATIONS MANAGEMENT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.3 Donated Wine Policy

MOVED by Alderman Jackson, seconded by Mr. Ryder that

DONATED WINE BE RESTRICTED TO THE FOLLOWING:

1. (i) CHARITABLE ORGANIZATIONS WITH A REGISTERED NUMBER;
(ii) NON-PROFIT ORGANIZATIONS WHOSE EFFORTS THE H.E.C.F.I. BOARD DEEMS TO HAVE A DIRECT BENEFIT TO THE COMMUNITY;
(iii) CIVIC FUNCTIONS, SPECIAL EVENTS, AND CONFERENCES HOSTED BY THE CITY OF HAMILTON.
2. ALL REQUESTS FOR DONATED WINE MUST BE IN WRITING AND RECEIVED PRIOR TO THE EVENT.
3. THE SOURCE OF THE WINE MUST BE INDICATED IN THE LETTER OF REQUEST, OR IN THE SUBSEQUENT RECOMMENDATION TO THE COMMITTEE.

4. THE WINE MUST BE DONATED FROM AN ONTARIO WINERY.

MOTION CARRIED.

**4.4 Control of Interior Environment Conditions :
Installation of a Heat Exchanger and Control Valve**

MOVED by Alderman Jackson, seconded by Mr. Ryder that

**THE INSTALLATION OF A HEAT EXCHANGER AND CONTROL VALVE
BE CONSIDERED AS A PROJECT FOR THE CENTRAL UTILITIES
PLANT TO INCLUDE IN THE CAPITAL BUDGET (1991).**

MOTION CARRIED.

5. Reports

5.1 Report of Operations Manager

MOVED by Mr. Ryder, seconded by Mr. Levitt that

**THE REPORT OF OPERATIONS MANAGER FOR MARCH, 1990 BE
APPROVED.**

MOTION CARRIED.

In response to Mr. Levitt's query regarding a delay in the installation of the Summers Lane Glass Doors, the Operations Manager advised that the specifications will be reviewed by the Mr. Brad Calder; installation is expected by mid June.

**5.2 Summary of Revenue and Expenditures for the Three
Month Period Ended March 31, 1990**

MOVED by Mr. Ryder, seconded by Alderman Jackson that

**THE SUMMARY OF REVENUE AND EXPENDITURES FOR THE THREE
MONTH PERIOD ENDED MARCH 31, 1990 BE RECEIVED.**

MOTION CARRIED.

Mr. Ryder commended Mr. Leuser for the development of the concise format. Mr. Ryder requested Mr. Leuser to include, in future summaries, notes explaining the figures.

5.3 Ministry of Agriculture and Food : Report Regarding
January 1990 Event

The Committee received the correspondence\reports regarding the I.D.E.A.S. conference. It was agreed that in forwarding the information to the Board Dr. Baldwin's correspondence would be included in the Regular Agenda; all other data in the In-Camera Agenda. It was further clarified that in future, when personnel names are documented and\or assessments of clients are included, such documentation will be included in the In-Camera Agenda.

6.1 New Business

6.1 1990 Capital Projects

MOVED by Mr. Ryder, seconded by Alderman Gallagher that
**APPROVAL BE GIVEN TO PROCEED WITH THE 1990 CAPITAL
PROJECT "EQUIPMENT AND RENOVATIONS" IN THE AMOUNT OF
\$62,000. AS PROVIDED FOR IN THE 1990 - 1994 CAPITAL
BUDGET PROGRAM; and**

**THAT THE FINANCE AND ADMINISTRATION COMMITTEE RECOMMEND
THE METHOD OF FINANCING.**

MOTION CARRIED.

7. Other Business

Nil

8. Date of Next Meeting

To Be Announced

9. Adjournment

MOVED by Mr. Ryder, seconded by Alderman Jackson that
THE REGULAR SESSION ADJOURN AT 10:30 a.m.

MOTION CARRIED.

Hamilton Convention Centre Committee
Regular Session
April 27, 1990

Page 6

TAKEN AS READ AND APPROVED

Mr. W. Tidball, Chairman

Patricia Bennett, Secretary

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